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MINUTES OF MEETINGS
BOARD OF LIBRARY TRUSTEES

JANUARY 1981 -
DECEMBER 1991

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Robbins Library Board of Trustees
Tuesday, Dec. 10, 1991

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

REPORTS:

- **Director's Report**: The Director's report for November was accepted.

- **Building Rendering:** Dave Wallace, principal of the architectural firm, will make arrangements for an artist to do a black and white rendering of the new building for $1600, the cost of which will be split by the architects and library.

- **Historic Photo Policy:** The Director reported that the policy regarding use of historic photos is not the one trustees thought was in effect. The current policy regarding borrowing of photos for which there is no negative on file is that a copy must be made at Dorian Color Lab and the negative given to the library.

- **Library Card Jackets:** The philanthropic committee of Delta Dental Plan of Massachusetts may be interested in assisting the library with a $500-$1000 donation to the building program or the donation of jackets for library patrons' cards. The jacket would be imprinted with the company's information such as past jackets were with sponsoring banks' information. The trustees will be happy to accept the donation in any form.

- **Circulation Statistics:** The October circulation statistics show that use of Children's Services was down 19 percent, compared to a year ago, while Fox adult circulation was the same. Main library adult patronage was off 11 percent.

- **News Year's Eve:** The trustees voted (Kass motion, Muldoon second) to close at 5 p.m. on New Year's Eve.

OLD BUSINESS:

- **Building Project Groundbreaking:** Trustees met with Peg Spengler, liaison between the Selectmen's Awards Committee, Permanent Town Building Committee, trustees and the donor of half a million dollars for library services, to plan the library's part of the groundbreaking ceremony. The program will be held at 10:30 a.m. on Saturday, Jan. 25.

The donor and his mother will be introduced at the groundbreaking ceremony. The donation will be announced as the first event in the new year which begins the ~~Robbins Library~~'s second century * of service of the Robbins Library building.

The trustees will host a public reception in the reference room after the ceremony. Invitations will be sent to dignitaries and special guests, with the general public invited through media and library announcements and the sign in front of Town Hall. The reference room will be closed for the reception and will reopen at 1 p.m. if not before.

Saturday evening the trustees will host a dinner at Winchester Country Club to which the donor and his family, the chairman of the Board of Selectmen, Town Manager, Library Director and Assistant Director and their spouses will be invited. The donor will be the featured speaker at the Selectmen's awards program that night.

- **Art Appraisals and Storage:** The Director reported that she received three estimates for appraisals of the library's sculpture and painting collection and chose an appraiser with authorization to spend no more than $600. The works, which will be moved out of the building during construction, are now being appraised and photographed. Given the cost of packing and moving works of art, decisions should be made soon on what works should be held out for restoration.

Storage costs out of town for two years range from more than $7000 for climate-control or $6000 for non-climate-control to no charge in a town building.

Trustees voted (Jorgensen motion, Kass second, Muldoon abstain) to save storage costs and have greater accessibility to the works by storing them in a secure location in a town building. If Properties and Natural Resources Director Mike Wright feels that security should be enhanced it will be done at the library's expense.

After the holidays the Director would like a subcommittee of the trustees to review the works before they are stored. The appraiser will be asked for advice on which pieces merit immediate restoration. The trustees intend to display some of the art and consider the care and display of the pieces as part of the furnishings of the library.

Ken Gloss of Brattle Book Shop will give a free general appraisal of old books found in storage in the Robbins attic.

A portion of the Robbins Print Collection will soon be moved into storage in the old children's room. The rest of the collection will follow. Trustees agreed to wait a year to take up the question of housing and the future disposition of the collection.

Meeting adjourned 10:50 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, Jan. 8, 7:30 p.m., Main Library.

Robbins Library Board of Trustees

Tuesday, Nov.12, 1991

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. Joan Atlas, David Castiglioni, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Frank Donnelly

October meeting minutes were approved as amended.

COMMUNICATIONS:

- **Reserve Book Charge:** The Director reported that a senior citizen asked that the 30-cent fee for reserve books be waived for seniors. A review of 20 area library systems found that none give senior citizen exemptions. It is the consensus of the trustees that all patrons should be treated alike with regard to reserve and late fee charges.

REPORTS:

- **Personnel:** Longtime Robbins librarian Rosalind Kantrowitz is recuperating at Massachusetts General Hospital after suffering a heart attack. Two custodians are still out with injuries. School Department custodians are filling in at overtime pay on Saturdays and four hours a day.

- **Circulation Comparisons:** There was a slight decrease in Children's Services circulation between September '91 and '90 as patrons are still learning that Fox Branch is open on Saturdays. Adult circulation at Fox is up 38%, indicating that parents are using the library. Circulation at the main library is up 15%. Circulation for FY91 was the highest since FY81 when the library was open on Sundays. Fewer Saturday children's programs are being held because of staff shortages. Crafts programs run by a volunteer will be tried.

- **100th Anniversary:** 1992 is the 100th anniversary of the Robbins Library building. Commemoration ideas are welcome.

OLD BUSINESS:

- **Building Program:**

BIDS: Sub bid and general bid dates were pushed back a week because of four addenda. Sub bids are due Nov. 18, general bids Dec. 3. One hundred forty bidders have indicated interest in the project.

MOVE: Adult Services, Technical Services, administration, staff room and the contents of the attic will be moved the second week of December.

INFORMATION & RENDERING: Library patrons are asking questions about what the building will look like and where things will be. The Director feels, and trustees agree, that some informational materials should be prepared. The Director was asked to call Dave Wallace, president of the architectural firm, to inquire about having one of his staff produce a rendering of the main library from an angle featuring the new addition. The board voted (Muldoon motion, Kass second) to authorize spending up to $800 for an updated artist's rendering of the library.

BENEFACTOR: The Trustees plan to honor the still-anonymous donor in connection with the groundbreaking ceremonies. The board would like to host the donor and his family for a lunch or dinner and will also host a public reception following the groundbreaking.

The board was told by Chairman Joyce Radochia that the Board of Selectmen will honor the donor with one of the town's citizenship awards and plan to have him as the speaker at the awards

program. The trustees felt that the town event should be conducted separately, but with library and town events scheduled for the same weekend.

SCULPTURES: The town's Dallin Restoration Committee has offered to take the library's 15 Cyrus Dallin works and store them at the Smith Museum for the duration of the construction project. The trustees accepted their offer (Castiglioni motion, Atlas second) with appreciation. The Director will offer the committee other art works in the Robbins collection which they might like to display during the construction. Trustees agreed to give the Dallin committee custody of the Dallin file, a file cabinet in the Robbins Local History Room.

ART WORKS: Following up on the board's desire to have Robbins paintings appraised and evaluated for restoration before being put in storage, the Director got referrals and estimates for appraisals. The rate is $150 an hour and would take 2 to 3 hours. The board voted (Kass motion, Jorgensen second) to use the appraiser recommended by Arlington art restorer Morton Bradley at a cost not to exceed $450 to be taken from state aid.

NEW BUSINESS:

FY93 Budget: The Director reported that the budget is level-funded. Step increases in the personnel budget had to be absorbed. This was accomplished by changing one position from fulltime to parttime. Because the Dallin branch will be open to house staff during the building project there will be an increase in building expenses. The budget does not have the funds for this. The town will pay utilities for the Robbins House which will also house staff during construction. Moving expenses are being covered by state aid which has been saved for two years to cover these costs.

Trustee Bylaws: Board members reviewed a draft of bylaws prepared by member Joan Atlas. A suggested description of duties to be added is: "To establish policies for the Robbins Library, to serve community needs, administer library trust funds and advocate for excellent library services." The draft will be reviewed at the next meeting.

OTHER:

Historic Photo Policy: In connection with his publication of oral histories recorded for Robbins Library, Oakes Plimpton would like to publish 12 photos from the library collection. Trustees reviewed the longtime library policy that in cases where a negative of a photo is not available, a copy of the photograph must be made in the library under staff supervision. The board decided to continue that policy. It was suggested that duplicates of all photos which do not have negatives be made to insure against loss of one-of-a-kind images.

Meeting adjourned 10 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, Dec. 10, 7:30 p.m., Main Library.

Robbins Library Board of Trustees

Tuesday, Oct. 8, 1991

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

September meeting minutes were approved as amended.

COMMUNICATIONS:

- **Thank you letter:** A letter was received from Eleanor Donahue thanking the reference department for its helpfulness and service to a guest.

REPORTS:

- **Director's Report:** The Director reported that everything seems to be going well with children's services at Fox Branch. Until figures are available after a couple of months' in the new location it is difficult to determine how much use children's services is getting. It appears that there is less patronage from Arlington Heights, possibly because of a confusing announcement in the Dallin School newsletter. An article implied that children's books are in storage because of the building project and suggested that families go to the Lexington and Belmont libraries.

Two custodians are out on disability. Other town custodians are filling in at overtime pay. The circulation department is still short of staff and the adult services department has shifted some responsibilities and is selecting fiction and biographies to go in storage during the construction.

Oakes Plimpton, who has been given permission by the trustees to publish oral interviews conducted under library auspices for the Bicentennial, is looking for a publisher. He has made a proposal to the Arlington Center for the Arts for funding, with a share of proceeds to be given to the library.

OLD BUSINESS:

- **Director's Goals:** The Director's Goals for FY92 were approved as written with slight changes (Kass motion, Donnelly second). Although the Director said her objectives under the various goals were not listed in order of priority, the board felt that the objectives under "Popular Materials" should be rearranged so that goals that should be given more attention were listed first. The objectives as reordered now list maintaining young adult usage of popular materials first and increasing circulation of the audiovisual collection and volunteer deliveries to shut-ins as fifth and sixth.

- **Trustees' Goals:** The Goals and Objectives for the Board of Trustees for FY92 were accepted as amended (Donnelly motion, Kass second). The trustees have added to their goals that they will assist the Library Building Campaign Committee in preparing suitable recognition of gifts to the building project and that they will conduct semi-annual evaluation of trust fund expenditures.

- **Trust Fund Allocations:** Barbara Muldoon reported that income from trust funds for FY92 will total $10,486. A proposed budget amounting to $11,176 in allocations was presented for consideration. Mrs. Muldoon, who oversees the trust funds, recommended that at least $1000 be held for use during the year if anything unexpected comes up. She also reported that a trust fund set up specifically for children's books has accumulated income of $18,036.97.

It was voted (Jorgensen motion, Donnelly second) that two encyclopedia sets needed for children and young adult use in the main library ($1148) and the Reading is Fundamental program funding ($1,033) be taken from the children's book funds income.

The trustees approved $8995 in other requests to be funded by unrestricted trust funds (Donnelly motion, Muldoon second).

The board approved spending $1500 from the Robbins Print Fund for circulating art prints and bags for transporting them (Muldoon motion, Kass second).

NEW BUSINESS:

- **Painting Restoration:** The trustees voted (Jorgensen motion, Kass second) to accept with thanks the generous offer of Arlington resident Morton Bradley to restore the oval painting which hangs over the fireplace in the Reading Room.

- **Donor List:** It is the consensus of the board that the names of donors to the library building project should not be made available to fundraising groups.

- **Trust Funds Reimbursement:** Mrs. Muldoon reported that $31,621.43 in trust funds has been spent on the building project for the architect and design consultant over the past four fiscal years. The board approved her communication to the Permanent Town Building Committee asking that reimbursement of the trust funds be included in the final building project budget.

- **Building Project:** Works of Art: One of the concerns with the construction and renovation project is the security of art works now on display at or in storage at Robbins Library. The Director has been offered storage space in a room in the basement of Arlington High School, the only such space available in a town building.

It is the consensus of the trustees that all of the Robbins Library art works should be appraised for their value, condition and restoration costs, then be professionally packed and crated and put in storage for the duration of the building project.

State Funding: Agreement has been reached with town officials and the Executive Office for Administration and Finance which will allow the library project to move forward. Based on this agreement, the Permanent Building Committee put the bids out Oct. 15. Bids are due in late November. Construction could begin in January.

Under the agreement reached with the state, Arlington will receive $100,000 for FY92. Before July 7, 1992, the town will receive another $893,804 of state funds. Two more payments of $993,804 each will be made before July 15, 1993. A final payment of $331,269 will be made before Jan. 15, 1994.

In committing to this payment schedule, the state eliminated from the grant language the clauses which would allow it to withhold funds.

Meeting adjourned 9:55 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, Nov. 12, 7:30 p.m., Fox Branch.

Robbins Library Board of Trustees
Tuesday, Sept. 10, 1991

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. Joan Atlas, David Castiglioni, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Frank Donnelly

New trustee Joan Atlas was welcomed.

July meeting minutes were approved as amended.

COMMUNICATIONS:

- **Frederick Donation:** Thanks was received from the Dana-Farber Cancer Institute for the board's gift in memory of Joanne Frederick.

- **Farmer Trust Fund**: Trustees of the Elbridge Farmer Trust Fund have transferred $4880.99 to the library trust funds.

- **Zonta Speaker**: The Zonta Club of Arlington has asked for someone to update members on the library building program. The Director or Assistant Director will attend the Oct. 10 meeting.

REPORTS:

- **Director's Report:** The Director's reports for July and August were received. The Director reported that the major efforts during this time were the move of Children's Services to the Fox Branch, preparation of periodical bidding documents and lobbying for state funds for the building program.

The full-time Circulation Assistant at the Fox Library has resigned and the full-time Circulation position at the Main Library remains frozen. The Director and Town Manager have discussed library staffing needs at both facilities and the pros and cons of freezing the Fox position and opening children's services at Fox with a reduced schedule of hours rather than eliminating the position next July due to projected budget cuts.

It was decided to freeze the position at Fox and implement reduced hours. The Town Manager is opposed to reducing hours at the Main Library because he feels staff from other departments can assume Circulation Department duties. It was agreed that the Assistant Town Manager will observe library operations to become familiar with the staffing needs.

In the meantime, some money from vacant positions is being used for additional senior page hours to staff the Circulation Desk of the Main Library.

The move of technical services, adult services and administration to other locations during construction is on hold until it is sure that the building program will go ahead. Staff has started to choose books to be put in storage during the construction.

OLD BUSINESS:

- **Director's Goals:** The Director said her goals and objectives for FY 1992 are similar to last year's as many items carry over. The board will review them next meeting. A few changes were noted. She will be more involved in monitoring trust fund expenditures in order to make sure that available funds are used if there is a need for materials.

Children's programs have been reduced in number because of the loss of a staff position, consolidation of Children's Services into one building and with the elimination of drop-in programs that were too hard to accommodate because of the large numbers of attendees. Some programs may be added after it is clear how the move of Children's Services to Fox is going.

Robbins Library Board of Trustees
Tuesday, Sept. 10, 1991

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. Joan Allen, David Castiglioni, Kay Jorgensen, Helen Kaus, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Frank Donnelly

New trustee Joan Allen was welcomed.

July meeting minutes were approved as amended.

COMMUNICATIONS:

• **Frederick Donation:** Thanks was received from the Dana Farber Cancer Institute for the board's gift in memory of Joanne Frederick.

• **Farmer Trust Fund:** Trustees of the Elbridge Farmer Trust Fund have transferred $4820.90 to the library trust funds.

• **Zonta Speaker:** The Zonta Club of Arlington has asked for someone to update members on the library building program. The Director or Assistant Director will attend the Oct. 10 meeting.

REPORTS:

• **Director's Report:** The Director's reports for July and August were received. The Director reported that the major efforts during this time were the move of Children's Services to the Fox Branch, preparation of periodicals holding documents and lobbying for state funds for the building program.
The full-time Circulation Assistant at the Fox Library has resigned and the full-time Circulation position at the Main Library remains frozen. The Director and Trustees have discussed library staffing needs at both facilities and the pros and cons of freezing the Fox position and opening children's services at Fox with a reduced schedule of hours versus not eliminating the position next July due to projected budget cuts.
It was decided to freeze the position at Fox and implement reduced hours. The Town Manager is opposed to reducing hours at the Main Library because he feels staff from other departments can assume Circulation Department duties. It was agreed that the Director and Town Manager will observe library operations to become familiar with the staffing needs.
In the meantime, state money from reimbursement is being used for additional part-time hours to staff the Circulation Desk at the Main Library.
The move of technical services, adult services and administration to other locations during construction is on hold until it is sure that the building program will go ahead. Staff has started to choose books to be put in storage during the construction.

OLD BUSINESS:

• **Director's Goals:** The Director said her goals and objectives for FY 1992 are similar to last year's as many items carry over. The board will review them next meeting. A few changes were noted. She will be more involved in monitoring trust fund expenditures in order to make sure that available funds are used if there is a need for materials.
Children's programs have been reduced in number because of the loss of a staff position, consolidation of Children's Services into one building and with the elimination of drop-in programs that were too hard to accommodate due to the large numbers of attendees. Some programs may be added after it is clear how the move of Children's Services to Fox is going

Trustees will receive more information about the McNaughton Plan by which libraries rent multiple copies of high-demand books for which patrons pay a modest borrowing fee in order to avoid long waiting lists.

• **Trustees' Goals:** Trustees will add to their goal of assisting the Building Campaign Committee in completing its *fundriasing drive the recognition of gifts to the campaign. Joan Atlas offered to work on by-laws for the board. Other goals and objectives for FY 1992 will be brought to the next meeting.

* fundraising

• **Trust Fund Allocations:** Barbara Muldoon reported that income from trust funds this year will be about $11,000-$12,000. Trust funds which were not expended as budgeted were reviewed. The Shakespeare on tapes allocation will be dropped since there is little demand for the tapes.

• **Building Project:** Two hundred and fifty Arlington residents called or wrote the State House about funding for the library project. The Director reported a conversation with one state official who said they were reconsidering the year's delay in funds after being made aware of the impact such a delay could have. The town's legislators are working in various ways to get the funding restored and the Board of Selectmen has requested a meeting with the Governor.

The architect and the peer review firm met to go over questions and concerns in the drawings. Town Counsel John Maher reported to the Director that the meeting went well and documents will soon be ready for bidding. The Permanent Town Building Committee will meet with the architects on September 12 to review the progress.

NEW BUSINESS:

• **Children's Services:** The move of Children's Services to Fox Library went well thanks to the help of staff and volunteers. The only problem was faulty smoke detectors. Patrons are finding the new quarters more spacious and Fox adult patrons seem happy. Because of the children's collection being upstairs and downstairs librarians are needed on both floors in the afternoons when the library is busy.

• **Town Day Closing:** The board voted to close both libraries on Saturday, Sept. 21, Town Day. (Jorgensen motion, Atlas second)

• **FY 1993 Capital Budget:** The five-year projections for library capital items include items such as repair of the main library front stairs and roof which will not be needed if the construction program goes ahead.

Meeting adjourned 9:45 p.m.

Board members then toured the Fox Branch.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, Oct.8, Fox Branch.

Robbins Library Board of Trustees

Tuesday, July 16, 1991

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. David Castiglioni, Kay Jorgensen, Helen Kass, Barbara Muldoon and Director Maryellen Remmert-Loud were present. Frank Donnelly attended the later session with the Permanent Town Building Committee. Absent: Steve Whetstone

June meeting minutes were approved.

REPORTS:

• **Director's Report:** The Director's report for June was received.

• **Fox Downstairs Staff:** The Director reported that study and book space will have to be located downstairs at Fox Library when construction at the main branch begins. A staff member will be required for staffing, creating a problem if someone is out with illness or vacation since the main library is short a person. After Labor Day the Fox Branch will be closed on Monday mornings until budget and schedule permit expanding the hours.

OLD BUSINESS:

• **Stein Portrait:** The trustees will send a letter to Irving Stein confirming that the board will be pleased to accept a portrait of the late Dorothea Stein no larger than 3 feet by 4 feet framed to hang in the Information Services area of the main library. (Kass motion, Muldoon second). The architects suggested the size as approprriate for three different spaces from which the Stein family can choose.

• **Oral History**: The trustees approved a motion that a section of its letter of agreement with Oakes Plimpton regarding his publication of oral histories taped under Robbins Library auspices be omitted. The section, which Plimpton asked to have deleted, had required that part of his publication include taped interviews about Robbins Library. (Kass motion, Jorgensen second)

Kay Jorgensen expressed concern about his draft introduction inaccurately stating that the oral interviews formed the basis for the town's bicentennial history "Arlington Celebrates the Growing Years 1875-1975."

NEW BUSINESS:

• **Election of Officers:** Helen Kass presented the slate of the nominating committee (Kass and Donnelly) and moved it be accepted. Continuing in their current offices are: Joyce Radochia, chairman; David Castiglioni, vice chairman; Kay Jorgensen, secretary; Barbara Muldoon, trust fund liaison.

• **Frederick Memorial:** A donation of $100 in trust funds was sent to the Dana Farber Cancer Institute in memory of Joanne Frederick who served as the treasurer of the Robbins Library Building Campaign Committee.

The trustees voted to send a letter to the Frederick family expressing the board's appreciation for the service which Mrs. Frederick gave to the library in her capacity as treasurer of the fundraising. Her work in collecting funds and communicating with donors and people who had made pledges continued until her death. (Jorgensen motion, Kass second)

• **Trust Fund Request**: Barbara Muldoon reported that the Children's Services account has $500 remaining from last year's allocation. She suggested that the board wait a month before

acting on a new request for $3683 (the same as last year) in order to determine the final amount left over. The budget covers the Reading is Fundamental program, performers, the Summer Reading Club and February Vacation Week programs, toddler and preschool toy and craft materials and the parent's shelf paperbacks.

The Children's Librarian was authorized to schedule performers as was budgeted last year.

• **Robbins Print Collection:** The board voted $300 from the Robbins Print Fund to be used to purchase art bags. (Muldoon motion, Kass second)

Meeting adjourned 8:10 p.m.

Board members then attended the Permanent Town Building Committee's review of alternates for the construction project.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tentatively Wednesday, Aug. 7, 7:45 p.m., Children's Library

Robbins Library Board of Trustees
Tuesday, June 11, 1991

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass and Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Barbara Muldoon and Steve Whetstone

May meeting minutes were approved with one change.

REPORTS:

• **Director's Report:** The Director's report for May was received.

• **State Library Study**: The Recommendations part of a report by King Research for the Massachusetts Board of Library Commissioners was given out by the Director. The study of state libraries is intended to be a planning document for the future. In highlighting the findings, the Director said the study found school libraries to be inadequate and recommended changing the current arrangement of regional systems and state funding.

Public testimony on the findings is being accepted until August. Robbins Library will be represented by the Director at a June 20 hearing in Boston.

OLD BUSINESS:

• **Oral history:** The board voted (Kass motion, Donnelly second) to accept the memo of understanding between the town, represented by the Board of Library trustees, and Oakes Plimpton to allow him to publish 25 oral history interviews which were conducted through a grant to the library in the 1970s. The agreement basically says that the town is not responsible legally or financially for the undertaking.

• **FY92 Budget:** The Robbins Library budget was voted by Town Meeting at $973,140. The total reflects a loss of about $32,000 which represents the positions of one fulltime adult services librarian and a halftime circulation assistant. The position of fulltime circulation assistant is in the budget, but is vacant. The expense budget was level funded although a $10,000 increase had been asked for utility expenses.

• **Building project:** The Director reported that the Permanent Building Committee and the architect met to go over the 50% working drawings. The working drawings for the complete project will be ready by the end of July, necessitating a month's delay in the groundbreaking which is now expected in October.

The Director reported on several areas of concern at a meeting of the architects and Permanent Town Building Committee: The architects had submitted information and materials to town officials before the Permanent Town Building Committee had reviewed them. The building committee asked that the architects prepare an estimated budget for construction. The architect did not yet hire a consultant to assist with the layout of furnishings, as the building committee had requested. The Redevelopment Board has requested that the architects look at an alternative way of providing emergency egress out of the building on the Mass. Ave. frontage since the stairs and wall as proposed detract significantly from the facade of the building

• **Logistics:** The Junior Library will move to Fox the last two weeks of August. Fox Branch will probably have to be closed to allow some of its collection to be put in storage and the move of the materials from Robbins. Professional movers will do the actual moving, while volunteers can help with packing, unpacking and shelving.

The Director is looking into renting, buying or borrowing shelving for Fox.

The administrative offices, staff room and adult services departments will move to the Whittemore-Robbins House.

• **Sculptures:** After adjournment, trustees took a quick tour of main library storage areas to see sculptures to consider for display in the renovated library. Many of the works need cleaning and/or repair. The general feeling was that the trustees would like to know the identity and value of each of the works before making any decisions about displaying some of them.

Meeting adjourned 9:50 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, July 16, 7:30 p.m., Children's Library.
The Nominating Committee will report.

Robbins Library Board of Trustees

Tuesday, May 14, 1991

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon and Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Steve Whetstone

April meeting minutes were approved.

COMMUNICATIONS:

• **User fees.** The director reported that she has received response from two of the three local elected state officials to her letter against the state imposing user fees on library patrons. Rep. James Marzilli agreed fees are discriminatory and said he will oppose them. Rep. Mary Jane Gibson said she opposed fees, but asked for information on the impact of a 10 percent finding cut not covered by fees. Sen. Robert Havern did not respond.

• **Major donor**. The trustees will send their thanks and acknowledgement to the confidential donor who will make a gift to the library.

REPORTS:

• **Trustee vacancy.** Steve Whetstone has yet to resign; however, the Town Manager is ready to consider a new member.

• **Meeting with architects.** The Director met with David Wallace and Len Bertaux and reviewed her concerns and problems with design and project progress. She said Wallace felt badly that she and the trustees have concerns about the progress.

OLD BUSINESS:

• **Building project.**

--**Plans:** The Director has the latest close-to-final set of plans which have not yet gone to consultant Aaron Cohen for review. The trustees decided to review them at a special meeting when they are final, before they go to the Permanent Building Committee.

--**Portrait:** The family of Dorothea Stein would like to know about the availability of wall space so that the portrait to be painted can be started. The trustees asked that the architect be in touch with Mr. Stein with some dimensions.

--**Phasing options.** A variety of options have been suggested for phasing construction and use of facilities during the project.

Construction of the addition will be done first, with the main library remaining open as best it can with the loss of the basement restrooms, staff room, adult services work room, some periodical storage, young adult and biography room, new books area and the director's office. The plan is to move the administration, and possibly adult services, to Whittemore-Robbins House. Technical services may go to the Dallin Branch.

Parts of every collection will have to be condensed. The children's library room will be physically isolated from the rest of the main library but can have temporary utilities. All of the parking behind the library will be lost to construction vehicles.

In view of the physical, operating and safety concerns, the Director recommends that the children's services be moved to Fox Branch late this summer and open there with the start of the school year.

Given the above, several options were discussed and the Director recommended that the present Children's Room be used for staff offices and/or storage. The main circulation desk will be located here with temporary utilities when the new addition opens. This room will be renovated last. The board voted (Donnelly move, Jorgensen second) to support this plan.

--**Relocation of children's services.** It is expected that the move to Fox Branch will be made at the end of the summer. A system has to be developed so that materials from the main and branch libraries are not co-mingled. The summer reading camp will end in mid-August. Users of the meeting room at Fox will be advised that it will not be available next year.

--**Timetable:** The project will take from 18 months to two years: 50 weeks for the new building, 2 weeks for moving into it, 24 weeks for renovation, 1 week for moving into renovated space, 10 weeks to renovate the children's room.

Budget. Town Meting has adjourned until June 10. If the library has to cut another $14,000 it would mean that the circulation vacancy would not be filled. The Director is concerned about the expected growth in circulation after the new library opens. Two years ago she told Selectmen she could make do with the then-current staffing level in the new space, but staff has been cut since then.

Oral History. The board voted (Kass move, Muldoon second) to grant permission to Oakes Plimpton to proceed with preparations and publication of the "Oral History of Arlington" contingent upon signing a memo of understanding to be drawn by the Town Counsel which makes clear that the trustees have no liability or legal obligation for the content, funding and marketing of the book.

NEW BUSINESS:

Volunteers: Through April 1991 volunteers have given the library 852 hours of time. In 1990 the total hours were 1959.50. In appreciation,the trustees will fund a tea for staff and volunteers to be arranged by the Director.

Meeting adjourned 9:40 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, June 11, 7:30 p.m., Children's Library

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, April 9, 1991

The meeting was called to order by Vice-Chairman David Castiglioni at 7:40 pm. Frank Donnelly, Helen Kass, Barbara Muldoon, Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) were present. Absent were Kay Jorgensen, Joyce Radochia and Stephen Whetstone.

COMMUNICATIONS:
Ms. Remmert-Loud presented a letter from Arlington citizen Oakes Plimpton asking to put the Oral Histories of Arlington into book form. Ms. Remmert-Loud will talk with the Town Counsel about the legal aspects and will report to the Trustees at the May meeting.

Ms. Remmert-Loud also discussed a concern of Arlington citizen Deborah Minns regarding the location of children's services during the construction project.

BUILDING PROJECT:
Ms. Remmert-Loud discussed with the Trustees the current status of the building plans. It was agreed that Ms. Remmert-Loud should meet with the architects soon to convey concerns of the Trustees and the Director.

FY 92 BUDGET:
Pegi Cunningham, representing the Finance Committee, met to review the proposed FY92 budget.

REPORTS:
The Director's monthly report was received and approved.

Ms. Remmert-Loud reported that Trustee Stephen Whetstone has not yet submitted his letter of resignation from the Board of Library Trustees to the Town Manager.

Ms. Remmert-Loud reported that the Aquarium Museum insists that the Museum pass must be presented at admission and that a letter from the Library will not suffice. Therefore, if a patron does not return the pass on time at the Library, the next patron cannot enter the Museum. It was voted (Kass/Donnelly) that a $20 fee be levied upon failure to return the Aquarium Museum pass within the agreed upon time and that patrons be asked to sign a form acknowledging this agreement at the time of borrowing the pass.

Ms. Remmert-Loud is developing a list of suggested names for Library Trustee.

SUMMER HOURS:
It was moved (Kass/Donnelly) to close Saturdays for the summer beginning on Saturday, May 25. This vote failed.

It was voted (Muldoon/Kass) and passed that the Library close on Saturday, May 25 for the Memorial Day Weekend and then close for summer Saturdays beginning June 15.

The meeting adjourned at 10:25 p.m.

Next meeting: Tuesday, May 14, 1991 at 7:30 p.m.

Minutes submitted by Mary H. White.

Minutes of the Meeting
Robbins Library Board of Trustees
Tuesday, March 12, 1991

The meeting was called to order by Chairman Joyce Radochia at 7:35 p.m. David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon and Director Maryellen Remmert-Loud were present. Absent: Steve Whetstone.

February meeting minutes were approved.

COMMUNICATIONS:

* **Radochia thanks.** Chairman Joyce Radochia read a letter thanking trustees for their gift of a primrose when she was hospitalized.

* **Whetstone resignation:** Trustee Steve Whetstone advised the Director that he has moved to Boston and would be submitting to the Town Manager his resignation from the Board. It was the feeling of trustees that another Town Meeting member be appointed to the vacancy.

* **State Budget Cuts:** Governor Weld's FY 92 state budget for the Board of Library Commissioners proposes cuts in state aid to regional and local public libraries and eliminates funds for telecommunications for the automated resource sharing networks. Arlington uses its state funds towards its fee for membership in the Minuteman Library Network and for capital acquisition. The Director will forward to the trustees a copy of the letter she wrote to Rep. Mary Jane Gibson about the use of state library funds if members want to use the information in letters they send to state officials.

* **Library Compact:** Trustees signed copies of the "Library Compact" petition being circulated by Friends of the Library U.S.A. to be presented to the President and Congress at the 1991 White House Conference on Library and Information Services. The Compact supports libraries. The Trustees gave permission for the Compact to be displayed for the public to sign.

REPORTS:

* **New computer system:** Robbins Library went on line March 12 with the new computer system. The Director said that because the transfer of data for the entire network holdings took longer than expected, the implementation date was postponed one week.

* **Director's Monthly Report:** The Trustees acknowledged receipt of written reports for January and February.

OLD BUSINESS:

*** Donation amendment:** The Board voted (Donnelly motion, Kass second) to ratify its agreement to accept a major donation to children's services as amended.

*** Budget:** The Director reported preliminary budget discussions with the Town Manager and expects the library budget may be reduced by close to $50,000 depending upon the loss in state aid to the Town. This reduction would include the present vacancies. The Town Manager has received the memo about the Trustee support of a reduction in hours at the Main Library if the vacancies are not filled. The Finance Committee has not yet requested a meeting with the Trustees to discuss the library budget.

*** Building Plans:** Groundbreaking for the library is expected around Labor Day. Library consultant and architect Aaron Cohen is reviewing the drawings to evaluate whether the plans match the building program and how well everything will function. The Director reported that he has some major design concerns, particularly with the circulation desk and stack layouts.

Insufficient space at the circulation desk is a major concern. The circulation desk on the main floor should be able to accommodate four terminals if both children and adults are served there. Board members agreed that it makes sense to have wiring and furniture layout done for a children's room circulation desk in the event that one is needed.

Two other concerns are a lack of toy storage in the children's room, which would not be a problem if there is no circulation desk, and security for the adult audiovisual collection.

The Permanent Building Committee has met with the architects on the matter of phasing the construction. Complete closing of the Main Library was rejected. Analysis of this option showed that there was little financial or time savings. The favored options involve doing the new addition and basement mechanical systems while the Main Library remains open. The Junior Library could possibly remain open or be used for storage. When the addition is completed, services would move there while the Main Library and Junior Library are renovated.

The Director reported that the architects feel that when construction starts, technical services, the staff lounge, kitchen, adult services staff area, other basement space, the first floor biography/young adult collections and the administrative offices would be closed. Her preliminary recommendation is that the Junior Library wing be used for storage or part of the adult collection and children's services be moved to the Fox Branch Library. The Trustees agreed that the Junior Library could be closed the last two weeks of August, if necessary, to pack and move books and furniture to Fox.

Town officials have approved the use of the second floor of the Whittemore-Robbins House by the library during the construction process. Possible uses are administrative and staff offices.

The Trustees agreed that the Dallin Library will be used for Technical Services and/or storage, but will not be open to the public.

NEW BUSINESS:

* **Art Prints:** The Board voted (Muldoon motion, Kass second) to allocate at least $1000 and as much as $1300 from the trust funds for art prints for the purchase and repair of art prints.

* **Surplus recordings:** The Director reported that staff had asked that donated records not currently being added to the collection be sent to the Gulf forces. The Board felt it was best to either store the records temporarily for future use or to stay with current policy which is to donate discards to the Friends of the Robbins Library.

* **NEXT MEETING:** April 9, 7:30 p.m. Junior Library

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

February 13, 1991

The meeting was called to order at 7:35 p.m. by Vice-Chairman David Castiglioni. Frank Donnelly, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) were present. Absent: Kay Jorgensen, Joyce Radochia and Stephen Whetstone.

COMMUNICATIONS:

DONOR

It was voted (Kass/Donnelly) that the Trustees request Ms. Remmert-Loud to present the two copies of the Memorandum of Understanding to John Maher and John Bilafer. The Trustees would like to express their appreciation for this gift. The Trustees would like the two copies of the Memorandum of Understanding be reconciled and that the donor be named on the documents.

REQUEST TO RE-OPEN DALLIN

Ms. Remmert-Loud informed the Trustees that two petitions have been filed for the re-opening of the Dallin Branch. A draft reply which explained why this would not be possible was presented. It was voted (Donnelly/Muldoon) to approve the letter.

NEW BUSINESS:

PUBLIC LIBRARY ASSOC. CONFERENCE

The Public Library Association Conference in San Diego was discussed. It was voted (Kass/Muldoon) that on the basis of the programming of this particular conference, it is not an appropriate use of Trust Funds to send two people from the same department. In the future, the Trustees will evaluate each conference individually.

HIRING FREEZE

Ms. Remmert-Loud informed the Trustees that two positions remain frozen at Robbins (one in Circulation, one in Adult Services). Staff must now work extra desk hours which causes backlogs in their off-desk work. It was voted (Donnelly/Kass) that if the two positions cannot be filled, Ms. Remmert-Loud ask the Town Manager to consider reducing library hours.

PORTRAITS RESTORATION

It was the consensus of the Board that Ms. Remmert-Loud look into the restoration of portraits in the Reference Room and the attic.

OLD BUSINESS:

REVIEW BUILDING PLANS

David Wallace and Len Berteaux presented revised building plans to the Trustees. It was determined that Len must meet with Ms. Remmert-Loud next week to make changes in the presented plans. The architects also discussed the fact that the two mezzanines will cause very low ceiling heights (7'6''). It was decided to look at methods for

eliminating one mezzanine and gaining the lost space by adding additional space behind the current Junior Library.

It was voted (Donnelly/Kass) that the Trustees accept the update on the FY91 Director's and Trustees' Objectives.

OTHER:

It was voted to approve the minutes of the previous meeting (Kass/Donnelly).

The meeting adjourned at 11:05 p.m.

NEXT MEETING: TUESDAY, MARCH 12, 1991 7:30 P.M.

Minutes submitted by Mary H. White.

a:tmtg2.91

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, January 8, 1991

The meeting was called to order at 7:35p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass, Barbara Muldoon and Stephen Whetstone, Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) were present. Absent: Kay Jorgensen and Frank Donnelly. The minutes of the previous meeting were approved as amended: Page 2, Trust Funds should read: Hadley Fund for Biographies, $300 voted and $200 carried forward; Hodgdon Book Fund, $200 voted and $200 carried forward. A revised proposal for the Fay Book Fund will be voted under Old Business later in this meeting.

COMMUNICATION:

PLAQUE FOR JANET COLBERT

Ms. Remmert-Loud received a letter from Claire Briand, Janet Colbert's sister, requesting permission for Janet's family to place a granite and brass marker next to the tree they donated in Janet's memory. It was voted (Kass/Muldoon) to respond to Ms. Briand's request indicating the approval of the Trustees once the specifics are worked out by Mike Wright, Director of Properties and Natural Resources.

FUND-RAISING REPORT

Mrs. Muldoon received an updated fundraising report: There is $78,000 in outstanding pledges. Total number of donors is 2,681.

TRUST FUNDS

Mrs. Muldoon distributed a six month update for the FY91 Trust Funds.

Ms. Remmert-Loud received a request from a patron who would like to use the Junior Library for a writers' workshop when the room is closed. It was voted (Muldoon/Kass) that due to security reasons, the Trustees deny this request.

REPORTS:

The Director's Monthly Report was received and approved.

OLD BUSINESS;

BUILDING PLANS

Ms. Remmert-Loud reported that the Permanent Building Committee has not yet signed the contract with Wallace Floyd Associates but will probably sign by the end of this week. David Wallace and Len Berteaux will meet with Ms. Remmert-Loud, Mary White and Patience Jackson on Thursday to review the building plans.

ROBBINS PRINT COLL.

Ms. Remmert-Loud presented a warrant article about the Robbins Print Collection. John Maher has stated that the vote taken by Town Meeting must be very specific as to which prints are

to be sold and how much money they are worth. After much discussion it was voted (Whetstone/Castiglioni) to proceed with the warrant article as drafted by John Maher.

SUNDAY HOURS

Mrs. Kass expressed her concern of postponing Sunday hours and how important it is that the Town Manager know the Trustees' position. It was agreed to send a letter to the Town Manager. It was also voted (Kass/Muldoon) that the Chairman of the Trustees should communicate to the Town Manager the Trustees' desire that Sunday hours be restored and also acknowledge his interest in doing so when the building project is completed.

FAY BOOK FUND

Mrs. Muldoon reported an error in last month's Trust Funds report. It was voted (Muldoon/Kass) that $300 (not $1150) be allocated from the Fay Book Fund.

It was voted (Kass/Muldoon) to approve the Annual Report of the Library Director and Board of Library Trustees with the suggested alterations.

The meeting adjourned at 10:10 pm.

NEXT MEETING: Wednesday, February 13, 1991

Minutes submitted by Mary H. White.

a:tmtg1.91

Minutes of the Meeting
Robbins Library Board of Trustees
Tuesday, Dec. 11, 1990

The meeting was called to order by chairman Joyce Radochia at 7:35 p.m. David Castiglioni, Frank Donnelly, Kay Jorgensen, Barbara Muldoon, Steve Whetstone, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Helen Kass.

November meeting minutes were approved.

REPORTS:

- **Building Program Donations** -- The board discussed donor naming opportunities in connection with the building project and new wing.

OLD BUSINESS:

- **Library Conferences** -- Two staff members have expressed interest in attending the Professional Library Assn. convention in San Diego.

- **Tutor** -- The Director reported that the tutor who had asked to have library space available for her session is being paid for her services. The board indicated at the last meeting that it was not interested in accommodating the request if this were the case.

- **Robbins Print Collection** -- The Director suggested that the trustees name a subcommittee to work with her on dealing with the disposition of the print collection and submission of a warrant article to do so. David Castiglioni and Steve Whetstone volunteered for the subcommittee.

Based on a review by art dealer James Bergquist, it appears no works of particular value or historical interest are housed in the collection. He estimated the value of the American collection at $15,000-$20,000; the European collection at $55,000-$65,000; and the Japanese prints at $30,000. Bergquist said the prints could be disposed of by sale to a non-profit institution, by auction or through a dealer.

The board voted to ask Town Counsel John Maher to draft a warrant article allowing disposition of some of the Robbins print collection with the proceeds to be put into library trust funds (Donnelly motion, Castiglioni second).

Since the library presently does not, and after renovation will not, have the room to properly store or display the hundreds of thousands of items in the collection, it was the consensus of the trustees that a core collection of representative works should be chosen for a permanent collection.

- **Building Program** -- The Permanent Building Committee has meetings scheduled with the architect and State Emergency Finance Board. The committee expects to award bids in June.

The Director reported that Patience Jackson, state building consultant, met with her and Assistant Director Mary White. The major change resulting from their meeting is moving the audio-visual department from the top floor to the first mezzanine where staff would be closer for assistance and supervision.

The top floor would house the adult services work room, the trustees' board room and the local history room.

- **Sunday Hours** -- In collecting more information about Sunday library hours, the Director learned from other libraries that it is not easy to find qualified people to work on Sundays. Of the present staff, there is limited interest in working occasional Sundays at double pay.

The Director said she is not in favor of adding Sunday hours while the building program and its related upheavel is going on. Barbara Muldoon expressed concern that if Sunday hours are put off, it will never happen.

The sense of board is not to pursue Sunday openings at this time. The matter will be reviewed in August before the next budget is prepared.

NEW BUSINESS:

* **Trust Funds**: The trustees voted the following allocations from restricted trust funds (Muldoon motion, Donnelly second): Children's Book Fund, $1500; Fay book fund, $1150; Hadley fund for biographies, $500; Gruber book fund, $250; Hodgdon book fund, $400.

*AMENDED - See below

The meeting adjourned at 9:35 p.m.
Minutes submitted by Kay Jorgensen, secretary

NEXT MEETING:

Tuesday, Jan. 8, 7:30 p.m., Children's Room

* Trust Funds: The trustees voted the following allocations from restricted trust funds (Muldoon motion, Donnelly second): Hadley Fund for Biographies, $300 voted and $200 carried forward; Hodgdon Book Fund, $200 voted and $200 carried forward. A revised proposal for the Fay Book Fund will be voted under Old Business later in this meeting.

Minutes of the Meeting
Robbins Library Board of Trustees
Wednesday, Nov. 14, 1990

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Steve Whetstone

October meeting minutes were approved with the correction under Old Business of the trustees' goals and objectives being for FY 1991 not FY 1990.

COMMUNICATIONS:

- **Tutoring Space** -- The Director has been asked by a tutor if a quiet place (i.e. unused room) can be found in the library for her to tutor a student one night a week. Trustees raised several questions which could not be immediately answered, including whether the woman was a volunteer or paid tutor, her subject matter and what other resources she has tried, such as a room at the high school during adult education hours or Fox Library on Friday night.

While the trustees are sympathetic to the need for space, particularly if the tutoring is part of a literacy program, they felt that if the woman is a paid tutor she should not be using public space. Helen Kass will contact the tutor and get answers to the trustees' questions. If a vote is needed, such as to allow her access to the Local History Room if it is not in use, members will be polled.

- **Elbridge Farmer Trust** - - Barbara Muldoon has been advised that the trustees of the Elbridge Farmer Trust would like to initiate action to transfer the trust fund to the library trustees. This would add the Farmer trust funds to other library trusts administered by the town.

REPORTS:

- **Colbert Memoriam** - - The Director reported that the Briand family has donated a cherry tree to the library in memory of Janet Colbert who was an Adult Services Librarian at Robbins Library for 17 years.

- **Hiring Freeze** - - A hiring freeze for town departments is still in effect, so an Adult Services Librarian position remains vacant.

OLD BUSINESS:

- **Trustees' Goals** -- The Trustees' Goals and Objectives for FY 1991, as revised at the October meeting, were voted (Kass motion, Muldoon second).

- **Building Project** - - The Director reported that bond counsel's language about his concerns with the state contract was not clear and clarification is being sought by Town Counsel. She said the State Comptroller has signed off on Arlington's three payments and she noted that the contract language is standard and the state has never reneged on a contract.

Patience Jackson, state building consultant, has concerns about the design of a ramp to the front door, lack of direct handicap access to the meeting room, and the present location of the audio-visual collection on the top floor. The Director said efforts are being made to move this department to the first mezzanine where supervision will be available.

- **Robbins Print Collection** - - James Bergquist, an art dealer recommended by Jeri Cohn, is voluntarily reviewing the entire print collection. He will also be asked to look at paintings which are stored in the attic to determine their value and condition.

Minutes of the Meeting
Robbins Library Board of Trustees
Wednesday, Nov. 14, 1990

The meeting was called to order by chairman Joyce Radochia at 7:30 p.m. David Castiglione, Frank Dowling, Kay Jorgensen, Brian Kane, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Steve Whitmore.

October meeting minutes were approved with the correction under Old Business of the trustees' goals and objectives being for FY 1991 not FY 1990.

COMMUNICATIONS:

• Tutoring Space — The Director has been asked by a tutor if a quiet place (i.e. unused room) can be found in the library for her to tutor a student one night a week. Trustees raised several questions which could not be immediately answered, including whether the woman was a volunteer or paid, what the subject matter and what other resources she has tried, such as a room at the high school during adult ed courses or Fox Library on Friday nights.

While the trustees are sympathetic to the need for space, particularly if the tutoring is part of a literacy program, they felt that if the woman is a paid tutor she should not be using public space. Brian Kane will contact the tutor and get answers to the trustees' questions. If a room is needed, such as to allow her access to the Local History Room if it is not in use, members will be polled.

• Elbridge Farmer Trust - - Barbara Muldoon has been advised that the trustees of the Elbridge Farmer Trust would like to initiate action to transfer the trust fund to the library trustees. This would add the Farmer trust funds to other library trusts administered by the town.

REPORTS:

• Colbert Memorials - - The Director reported that the [illegible] family has donated a [illegible] to the library in memory of Janet Colbert who was an Adult Services Librarian at Robbins Library for 17 years.

• Hiring Freeze — A hiring freeze for town departments is still in effect, so an Adult Services Librarian position remains vacant.

OLD BUSINESS:

• Trustees' Goals — The Trustees' Goals and Objectives for FY 1991, as revised at the October meeting, were voted (Kane motion, Muldoon second).

• Building Project - - The Director reported that some contract's language about the [illegible] with the state [illegible] was not clear and clarification is being sought by Town Counsel. She said the State Comptroller has signed off on Arlington's three payments and she learned that the contract language is standard and the state has never reneged on a contract.

[illegible] Keon, state building consultant, has concerns about the design of a ramp to the front door, lack of [illegible] or access to the meeting room, and the present location of the audio-visual collection on the top floor. The Director said efforts are being made to move this department to the first floor where supervision will be available.

• Robbins Print Collection - - [illegible], an art dealer recommended by [illegible], is currently evaluating the print collection. He will also be asked to look at paintings which are stored in the attic to determine their value and condition.

NEW BUSINESS:

- **Holiday Schedule** - - The board voted (Kass motion, Jorgensen second) to close the libraries at 5 p.m. the day before Thanksgiving and on New Year's Eve. However, if the town chooses different hours for town departments, the library will follow the town.

- **Videocassette Policy** - - After discussion the board voted (Jorgensen motion, Kass second) that borrowing from the video collection be open to all patrons. The board voted to allow children to have access to the video collection in conformity with American Library Association standards.

- **FY92 BUDGET** - - The budget submitted to the Town Manager's office includes all positions, filled and vacant. The Director noted that it does not include salary increases that may be negotiated. The budget shows an increase in utility costs and a small increase for books and audio-visual materials. Maintenance and equipment expenses are down because a cheaper vendor was secured. Guidelines for eligibility for state funds are met by this budget.

Sunday Costs - - As previously directed by the trustees, for the purposes of discussion Mary White prepared an analysis of Sunday opening costs. Libraries, including Robbins in the past, traditionally use professional librarians from other systems for their Sunday hours in order to avoid the overtime salary rate and to avoid putting unnecessary demands on current staff.

The Director stated that she hoped regular staff would never be forced to work on Sundays as they are already required to work evenings and Saturdays.

One circulation assistant on Sunday would have to be regular staff, someone familiar with the Robbins system. For security reasons, a regular staff custodian would have to work Sundays.

Figuring three hours per Sunday for 29 Sundays October through April, minimal staffing, it would cost $11,540.22 for an outside staff to work Sundays and $17,073.42 if regular staff worked (at FY90 salary rates)..

The Director questioned whether the town could finance Sundays in such uncertain economic times. She then was asked to research alternative ways to fund Sunday hours. During discussion Ms. Remmert-Loud noted that with the current contract, even if the library were closed hours during which it is now open, staff would be in the building and they could not be made to work Sundays.

The Director will contact some area libraries and see what they are doing about Sunday hours such as schedule, staffing, source of funding and week-day schedule.

The Town Manager will be notified by memo that the trustees are asking for this information.

- **Library Conferences** -- The board voted (Jorgensen motion, Kass second) that $2000 in trustee funds be used to send two staff members to the Public Library Assn. conference in San Diego. Due to the expenses and limit on the number of participants, the two chosen will be asked to provide written reports of the sessions attended to share with other staff and trustees.

Meeting adjourned 10:05 p.m.
Minutes submitted by Kay Jorgensen, secretary

NEXT MEETING:

Tuesday, Dec. 11, 7:30 p.m., Children's Room

NEW BUSINESS:

• Holiday Schedule -- The board voted (Katz motion, Jorgensen second) to close the libraries at 5 p.m. the day before Thanksgiving and on New Year's Eve. However, if the town chooses different hours for town departments, the library will follow the town.

• Videocassette Policy -- After discussion the board voted (Jorgensen motion, Katz second) that borrowing from the video collection be open to all patrons. The board voted to allow children to have access to the video collection in conformity with American Library Association standards.

• FY'90 Budget -- The budget submitted to the Town Manager's office includes all positions, filled and vacant. The Director noted that it does not include salary increases that may be negotiated. The budget shows an increase in utility costs and a small increase for books and audio-visual materials. Maintenance and equipment expenses are down because a cheaper vendor was secured. Guidelines for eligibility for state funds are met by this budget.

• Sunday Hours -- As previously discussed by the trustees, for the purposes of discussion Mary Wilder prepared an analysis of Sunday opening costs. Libraries, including Robbins in the past, traditionally use professional librarians from other systems for their Sunday hours in order to avoid the overtime salary cost and to avoid putting unnecessary demands on current staff.

The Director noted that she hoped regular staff would never be forced to work on Sundays as they are already required to work evenings and Saturdays.

One circulation assistant on Sunday would have to be regular staff, someone familiar with the Robbins system. For security reasons, a regular paid custodian would have to work Sundays.

Figuring three hours per Sunday for 29 Sundays (October through April) minimal staffing, it would cost $11,540.22 for an outside staff to work Sundays and $17,070.42 for regular staff worked (at FY'90 salary rates).

The Director questioned whether the town could finance Sundays in such uncertain economic times. She then was asked to research alternative ways to fund Sunday hours. During discussion Ms. Reinhard-Lord noted that with the current contract, even if the library were closed hours during which it is now open, staff would be in the building and they could not be made to work Sundays.

The Director will contact some area libraries and see what they are doing about Sunday hours such as schedule, staffing, source of funding and work-day schedule.

The Town Manager will be notified by memo that the trustees are asking for this information.

• Library Conferences -- The board voted (Jorgensen motion, Katz second) that $2000 in trustee funds be used to send two staff members to the Public Library Assn. conference in San Diego. Due to the expenses and limit on the number of participants, the two chosen will be asked to provide written reports of the sessions attended to share with other staff and trustees.

Meeting adjourned 10:05 p.m.
Minutes submitted by Kay Jorgensen, secretary

NEXT MEETING:

Tuesday, Dec. 13, 7:30 p.m., Children's Room

Minutes of the Meeting
Robbins Library Board of Trustees
Tuesday, Oct. 9, 1990

The meeting was called to order by chairman Joyce Radochia at 7:40. Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: David Castiglioni, Steve Whetstone.

September meeting minutes were approved.

COMMUNICATIONS:

- **Trustees Association** -- The agenda for the Massachusetts Library Trustees Association Annual Conference on Nov. 3 was reviewed. It appears that no trustee will be attending.

REPORTS:

- **Director's September Report** -- In her report the Director noted that four new volunteers have come forward at the Fox Branch. Because the Board of Selectmen have imposed a hiring freeze, the position of Head of Adult Services will not be filled until funding is assured.

- **Fox Librarian Absence** -- Fox Branch Librarian Page Lindsay will be out for surgery. The Director and Assistant will spend some time at the branch which will be covered by its regular staff during her absence.

OLD BUSINESS:

(correction)

- **Trustees' Goals & Objectives FY ~~1990~~** 1991 -- The draft of goals and objectives was reviewed and will be presented for vote at the next meeting. Major changes are the addition of a section calling on the trustees to assist the Robbins Library Building Campaign Committee in completing its fundraising drive; expanding evaluation of library services systemwide to include the correlation of library hours and patron usage; and addition of a section that the trustees will encourage and recognize the interest and support of the Friends of Robbins Library and other individuals and groups.

- **Building Program --** The Director reported that the contract with the state has been signed and is being reviewed by the town's bond counsel. The contract was submitted to the state with a letter outlining town concerns about the language. The Director will visit libraries in the next few weeks. She wants to see children's rooms located below ground level and circulation desks and audio visual collections.

NEW BUSINESS:

- **Director's Goals --** The year's goals are basically the same as last year's, with a few changes such as children's programs being on a drop-in rather than sign-up basis; the addition of science curriculum kits for children; evaluation of the special needs collection; a study of collection development needs; and transition of automated library services from the CLSI system to Data Research Associates. The goals were approved (Muldoon motion, Kass second).

OTHER:

- **Print Collection --** The Director will send a memo to the Town Manager outlining their discussion about the Winfield Robbins print collection and the lack of space and staff time for its maintenance and display in the current or new main library. Jeri Cohn or a dealer will be asked to review the collection.

Meeting adjourned 9:30 p.m.
Minutes submitted by Kay Jorgensen, secretary

NEXT MEETING:

- Note Change -- Wednesday, Nov. 14, 7:30 p.m., Children's Room

Minutes of the Meeting
of the Robbins Library Board of Trustees
Tuesday, Sept. 11, 1990

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. David Castiglioni, Frank Donnelly, Kay Jorgensen, Barbara Muldoon and Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Helen Kass, Steve Whetstone

July meeting minutes were approved.

COMMUNICATIONS:

- **Handicapped access at Fox** -- The Board of Selectmen referred to the board a letter from a handicapped resident concerned about the lack of access at Fox Branch. The director will advise her of the main library's handicapped access, offer an access card and let her know about home library services. The possible availability of Community Development Block Grant funds for a Fox ramp will be kept in mind.

- **Farmer Trust Fund** -- The trustees of the Elbridge Farmer Trust Fund sent a check for $5012.06 in annual income, the highest amount earned in three years.

- **Trustees Assn.** -- In response to the solicitation for membership by the Mass. Library Trustees Assn., the board voted to pay $15 dues for the chairman.

REPORTS:

- **Theft & mutilation law** -- Brief discussion on director's earlier written report on the new state law for prosecution of library theft and mutilation. The media focused on the 30-day overdue borrowing limit. The Robbins Library will use discretion in any action taken against chronic offenders, with prosecution seen as a last resort.

- **Monthly reports** -- In the July and August monthly reports of the director, note that the Minuteman network changed vendors.

- **Circulation** -- The circulation comparison figures show most growth in the children's department. Fox circulation for July and August 1990 was down from the same months in 1988.

- **Adolescence workshop** -- A psychologist has offered to give a workshop at Fox for parents of adolescents. Before approving, the director will check with other libraries that have hosted the program.

- **Fox coverage** -- The Fox librarian will be on vacation the week of Sept. 25th. As few reference questions come up there which require a professional librarian, the staffing will be handled by the senior library assistant with mid-day coverage from the main library and a custodian and page in the building the remaining hours to assure two people on duty for security.

NEW BUSINESS:

- **Print collection --** In view of the 150,000 prints in the Winfield Robbins print collection and the lack of proper storage and display space in the existing building and the projected new building, the board asked the director to discuss with Town Counsel John Maher what the legal ramifications are of trying to dispose of part of the collection. She will report at the next meeting.

- **Dallin Branch** -- The board voted (Muldoon motion, Castiglioni second) to delay implementation of its previous vote to turn the Dallin Branch over to the town pending further planning for the construction and renovation of the main library. The board had previously voted that it did not need the branch, but in view of the construction project going ahead and the possible need of Dallin for storage and/or staff work space, the decision was made to keep the building within the library system. The director plans to visit other libraries which have undergone construction to see how they handled interruptions and dislocations.

- **Town anniversary lecture** -- Barbara Muldoon reported that the trustees' subcommittee which was to plan a lecture reflecting on the town's past and future every five years after the 350th anniversary had turned the current program back to Peg Spengler and her 350th committee. The trustees favor a walking tour of historic Arlington Center and will plan such a program for the public in connection with a library occasion such as the 100th anniversary of Robbins Library or National Library Week.

- **Town Day Closing** -- The board voted (Muldoon motion, Castiglioni second) that Robbins Library will be closed on Town Day due to security concerns, except for scheduled programs in the children's room.

- **Fox rental** -- The Fox branch after-hours rental fee which is based on 3 hours' minimum at time-and-a-half for the custodian will remain the same.

- **Fundraising reimbursement to trustees** -- The board voted (Donnelly motion, Castiglioni second) to ask the Town Treasurer to reimburse the board the $30,000 of its funds which were advanced for fundraising expenses in FY 1988 and 1989 as outlined in Barbara Muldoon's report.

- **Print Framing** -- $200 was approved (Muldoon move, Donnelly second) to be used from the prints trust fund for framing prints in the circulating art print collection.

TO DO:

- **Trustees' Goals** -- For next meeting review and come in with changes for Trustees' Goals and Objectives for FY 1990

Meeting adjourned: 9:30 p.m.
Minutes submitted by Kay Jorgensen, secretary

NEXT MEETING:

- Tuesday, Oct. 9, 7:30 p.m. Children's Room

NO AUGUST 1990 TRUSTEE'S MEETING HELD

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, July 17, 1990

The meeting was called to order by Chairman Helen Kass. David Castiglioni, Frank Donnelly, Kay Jorgensen, Barbara Muldoon, Joyce Radochia and Steven Whetstone were also present. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the library. The minutes of the June meeting were approved.

COMMUNICATIONS:

LIBRARY CONSTRUCTION FUNDS

Ms. Remmert-Loud wrote to Nancy Richardson, Assistant to the Governor for Educational Affairs, regarding the library construction funds. The Board of Library Commissioners is cautiously optimistic that some money will be released.

Mrs. Jorgensen received a letter from Representative Havern that he has expressed to the Governor and Mr. Lashman his support for the release of the library construction funds.

Ms. Remmert-Loud received a call from Mike Foley, member of our Fundraising Committee, expressing his concern that the library construction funds have not yet been released.

REPORTS:

The Director's report was received and approved. Ms. Remmert-Loud also noted that the Minuteman Library Network may vote to change vendors for the automated system due to CLSI's inability to provide a reliable system.

OPENING OF THE FOX BRANCH

A motion was made (Jorgensen/Donnelly) and passed unanimously to commend the Director and Assistant Director for their superior efforts in opening the Fox Branch so quickly and to express dismay that they must now take time away from their administrative duties in order to run this branch. It was hoped this situation could be avoided by postponing the opening of the Fox Branch until fully staffed.

OLD BUSINESS:

LECTURE SERIES

Mrs. Muldoon reported that there is $1600 for the lecture series mandated by Town Meeting in 1987. It was agreed that a walking tour of Arlington would be appropriate and that the best date might be the Sunday, September 16. The Lecture Series sub-committee (Muldoon, Kass, Jorgensen) will meet to finalize plans. Ms. White volunteered to make a flyer.

TRUST FUND REQUESTS

Ms. Remmert-Loud presented the FY91 Trust Fund Requests. Mrs. Muldoon suggested a few changes. A motion was made (Donnelly/Castiglioni) and passed unanimously to approve

the amended Trust Fund requests. A revised listing is attached.

DALLIN BRANCH

Ms. Remmert-Loud reported that the library must still carry the expenses for the Dallin Branch. She talked with Alan McClennan who said the Trustees would need to send a letter to the Selectmen if they wished to turn the building over to the town for lease or sale. A motion was made (Donnelly/Jorgensen) and voted unanimously directing Ms. Remmert-Loud to write a letter to the Town Manager indicating the Trustees wish to notify the Selectmen that the Trustees no longer wish to use the Dallin Branch and would like to turn it over to the Town.

VITTORIA DALLIN TO BE REMEMBERED

A motion was made (Muldoon/Donnelly) and voted unanimously that following the renovation of the Robbins Library that the Vittoria C. Dallin name be incorporated within the Robbins Library building.

NEW BUSINESS:

CHARGE FOR LOST CARDS

Ms. Remmert-Loud informed the Trustees that we now charge $1.00 for lost library cards. In order to prevent abuse of the system she recommended that this fee for adults be increased to $3.00 after the first replacement. The first replacement for adults and all replacements for children will remain at $1.00. A motion was made (Donnelly/Radochia) and voted unanimously to approve the Director's suggestion.

WITHHOLD LIBRARY CARD USE FOR NEEDHAM RESIDENTS

Ms. Remmert-Loud reported that many Needham residents are hoping to use neighboring libraries now that the Needham library budget and services have been drastically reduced. A motion was made (Jorgensen, Donnelly) that borrowing privileges be withheld for Needham residents to express the Board of Trustees' concern for the disproportionate funding cuts received by the Needham Public Library. This motion carried (6-yes; 1-abstain).

ELECTION OF OFFICERS

Mrs. Kass proposed that the Trustees hold elections every June and that the Chair appoint a Nominating Committee in May. Mrs. Kass then nominated the following slate:

Chairman - Joyce Radochia
Recording Secretary - Kay Jorgensen
Trust Fund Officer - Barbara Muldoon

A motion was made (Donnelly/Whetstone) and voted unanimously to approve the above slate with one addition, the office of Vice-Chairman - David Castiglioni.

A motion was made (Donnelly/Jorgensen) and voted unanimously that the Chairman appoint a nominating committee in May and that the Nominating Committee will send a report with the June agenda.

The meeting adjourned at 9:30 p.m.

NEXT MEETING: Tuesday, September 11, at 7:30 p.m.

Minutes submitted by Mary H. White.

FY 91 TRUST FUND ALLOCATIONS
JULY 1990

	FY91 ALLOCATION	FY90 CARRYOVER
ADMINISTRATIVE		
Staff Development	$2,000	$1,000
Holiday Decorations	~~200~~ 100✓	80
Volunteer Appreciation	-	150
Public Relations	300	
	$2,400	
ADULT SERVICES		
Videocassettes (special interest, feature, films, documentaries)	$1,500	
Compact Discs	500	
Unabridged Book Cassettes	500	
	$2,500	
FOX LIBRARY		
Books/Cassette Kits	$ 500	
Toddler Pre-School Toys	200	
	$ 700	
JUNIOR LIBRARY		
Reading is Fundamental	$1,033	
Performers	1,500	
Toddler Preschool Toys & Craft Materials	300	
Summer Reading Club	500	
Foreign Language Learning Tapes for Children (ESL)	350	
	$3,683	
TRUSTEES' ACCOUNT		
Gifts, receptions, etc.	$1,000	
TOTAL........................	$10,283	

NO AUGUST 1990 MEETING OF BOARD OF LIBRARY TRUSTEES

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

June 12, 1990

The meeting was called to order at 7:35 p.m. by Vice-Chairman David Castiglioni. Helen Kass, Kay Jorgensen, Barbara Muldoon and Steven Whetstone were also present. Frank Donnelly and Joyce Radochia were absent. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the library. The minutes of the May meeting were approved.

COMMUNICATIONS:

Selectmen Chairman Frank Hurd sent letters to the three legislators requesting that they ask the Governor to release the funds for the library construction projects. Ms. Remmert-Loud wrote Mr. Hurd to ask that he also send letters to the Governor and to the Secretary of Finance and Administration (Mr. Lashman).

LIBRARY CONSTRUCTION FUNDS

Richard Kraus wrote to Fred Pitcher saying he has expressed his support for the library construction projects to Mr. Lashman.

Kay Jorgensen also wrote to the Governor asking him to release the funds for the library construction project. Ms. Remmert-Loud reminded all the Trustees to write letters to the Governor and Edward Lashman.

Osee Mallio, Head of Children's Services, submitted her letter of resignation, effective July 31. It was agreed that the Trustees will write Mrs. Mallio a letter of appreciation. A motion was made (Castiglioni/Jorgensen) and passed unanimously that the Trustees provide funds for refreshments for a public reception for Mrs. Mallio.

RESIGNATION OF OSEE MALLIO

REPORTS:

The May Director's report was received and approved.

OLD BUSINESS:

Ms. Remmert-Loud reported that due to the override vote passing $70,000 will be added to the library budget in order to open Fox Branch. This will be voted at Town Meeting tomorrow night. The Town Manager has requested that the Fox Branch re-open on Monday, July 2. Because of this extra funding we will meet the State Aid requirements and will therefore receive approximately $40,000 in State Aid.

FOX BRANCH TO RE-OPEN

A motion was made (Whetstone/Jorgensen) and passed unanimously that barring any additional influx of funds, the Board does not support the re-opening of the Dallin.

ELECTION OF OFFICERS

Mrs. Kass reported that the election of Board officers will occur at the next meeting. It was agreed that a new office of Recording Secretary be added.

Ms. Remmert-Loud distributed the preliminary list of Trust Fund requests from staff. These will be voted at the next meeting.

VOLUNTEER PROGRAM

Ms. Remmert-Loud distributed information about the Robbins Library volunteer program. It was agreed that she will contact the Selectmen via the Town Manager to see if they will acknowledge the volunteers by issuing a proclamation or letters of appreciation. It was also agreed that ideas for volunteer appreciation events will be discussed at the next Trustees' meeting.

The Lecture Series will be discussed at the next Trustees Meeting.

The meeting adjourned at 9:15 p.m.

NEXT MEETING: Tuesday, July 17, 1990 7:30 p.m.

Minutes submitted by Mary H. White.

a:tmtg6.90

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, May 8, 1990

The meeting was called to order at 7:30 p.m. by Chairman Helen Kass. David Castiglioni, Frank Donnelley, Barbara Muldoon and Joyce Radochia were also present. Kay Jorgensen and Steven Whetstone were absent. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the Library. Minutes from the April 18, 1990 meeting were approved.

COMMUNICATIONS:

FOX BRANCH

Mrs. Kass and Ms. Remmert-Loud received copies of a letter Joan Atlas sent to the Selectmen with additional signatures for the petition to re-open the Fox Branch.

REPORTS:

The April Director's report was received and approved.

Anne Varnik, a former part-time worker in the Junior Library, passed away. The Trustees will write a letter to her family.

LIBRARY CONSTRUCTION GRANT FUNDS

Mrs. Kass reported on her meeting with the Governor to ask him to release the promised funds for library building projects. The meeting was also attended by Maureen Killoran and Roland Piggford (Board of Library Commissioners), Tom Scully (Director, Beverly Public Library), Sherry Wilson (Trustee, Amherst) and Paul McNiel (Trustee, Spencer). The Governor stated that if a gas tax is passed, some funds may be freed for library construction.

MAY 19 RECEPTION

Ms. Remmert-Loud reported on plans for the May 19 reception for the library building projects. There will be a total of six receptions throughout the state. Ms. Remmert-Loud is contacting the media. Jobs were delegated to various trustees for the day of the reception.

MEMORIAL SERVICE FOR MISS STROMDAHL

Mrs. Kass reported that Peg Spengler agreed to holding the memorial service for Miss Stromdahl in the Robbins Garden. In case of rain, the Robbins Library Reference Room will be used. Mrs. Kass and Mrs. Spengler will meet with Ms. Remmert-Loud this Thursday to set a date and to make further plans.

FY91 BUDGET CUTS

Ms. Remmert-Loud distributed the Town Manager's suggested cuts in the FY91 budget if the override does not pass. These suggested cuts were approved by the Selectmen last week. The Library is slated to take a $50,000 cut which

will result in the loss of two professional positions by attriction, cutting children's programs by one-third, and closing Monday mornings. The Board of Library Commissioners has indicated the possibility that libraries will continue to receive state aid as long as the libraries do not receive a disproportionate cut compared to other town departments.

The Trustees quickly reviewed the MLA Children's Services Standards. Ms. Remmert-Loud will report more at the next meeting on our videocassette policy.

Meeting adjourned at 9:15 p.m.

NEXT MEETING: Tuesday, June 12, 1990 at 7:30 p.m.

Minutes submitted by Mary H. White.

a:tmtg5.90

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Wednesday, April 18, 1990

The meeting was called to order at 8:30 p.m. by Chairman Helen Kass. David Castiglioni, Frank Donnelley, Kay Jorgensen and Joyce Radochia were also present. Barbara Muldoon and Steven Whetstone were absent. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the library. The minutes from the April ~~12~~ 11, 1990 meeting were approved.

REPORTS:

CATaLIST WORKSHOPS

Ms. Remmert-Loud informed the Trustees that their packets contained flyers on the CATaLIST workshops which Adult Services staff will be offering the public in May.

USER SURVEY

Ms. Remmert-Loud also informed the Trustees that the User Survey was highly favorable to our services and staff. A report will be coming soon.

OLD BUSINESS:

MEMORIAL SERVICE FOR MISS STROMDAHL

A motion was made (Donnelley/Jorgensen) that Mrs. Kass work with Mrs. Spengler on a memorial service for Miss Stromdahl, former library director of the Robbins Library. This motion passed unanimously. Ms. Remmert-Loud volunteered to compile a mailing list.

LECTURE SERIES

It was agreed that Mrs. Kass, Mrs. Muldoon and Mrs. Jorgensen would meet with Mrs. Spengler to inform her that the Trustees would like to sponsor a walking tour of historical Arlington, with a possible reception at the Robbins House or Smith Museum. It was suggested that the weekend before Town Day may be an appropriate time.

HANDICAPPED RAMP

Ms. Remmert-Loud reported that a makeshift ramp would cost approximately $35,000 and is not recommended by the Board of Library Commissioners or Mike Wright. An exterior chair lift would cost from $5,000 to $16,000 and would still need to be locked to avoid misuse. American Alarm said it would cost approximately $6,000 to change the current alarm system and access cards. A motion was made (Jorgensen/Donnelley) that Ms. Remmert-Loud send a letter of regret to Marian Spencer, stating that high costs and concern for materials security prevent the Trustees from distributing access cards to parents with strollers. It was agreed that a fact sheet outlining the reasons for this decision will be made available to interested patrons.

OPEN HOUSE

Ms. Remmert-Loud requested the help of the Trustees to set up for the Saturday, May 19 reception for the Library Construction Grant Open House.

STAFF MANUAL

Ms. Remmert-Loud distributed the new Staff Manuals. All staff will be required to read this manual and one copy will be kept in each department.

OVER-RIDE VOTE

FOX BRANCH

CUTS

Ms. Remmert-Loud reported that the Selectmen decided to place the Fox Branch on the override vote in June ($60,000). If the override fails, two professional vacancies at the Robbins Library cannot be filled. Because one position is for a Children's Librarian, children's programming would be cut. In addition, the Robbins Library would be forced to close one half day each week (Monday morning) due to lack of staff.

FOX BRANCH

A motion was made (Jorgensen/Donnelley) that if the override passes the Director is directed to run Fox in such a manner so that it is not a drain on the Main Library. In addition, Main Library staff shall not be transferred to cover the Branch. The Branch will be opened as quickly as possible once staff can be hired and trained. This motion passed unanimously.

DALLIN BRANCH

A motion was made (Jorgensen/Donnelley) that the Trustees do not support the reopening of the Dallin Branch. This motion passed unanimously.

LIBRARY SERVICES SUMMARY

Ms. Remmert-Loud distributed the Library Services Summary. This was approved by the Trustees.

SUMMER SATS. CLOSING

A motion was made (Jorgensen,/Donnelley) that the Library be closed Saturdays between Memorial Day and Labor Day. This motion passed. The last Saturday open will therefore be May 19. The Library will reopen Saturdays on September 8.

The meeting adjourned at 10:20 p.m.

NEXT MEETING: Tuesday, May 8, 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Wednesday, April 11, 1990

The meeting was called to order at 7:30 p.m. by Chairman Helen Kass. David Castiglioni, Frank Donnelley, Barbara Muldoon, Joyce Radochia and Stephen Whetstone were also present. Kay Jorgensen was absent. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the Library. The minutes of the March 13, 1990 meeting were approved, with the following amendment: Under Communications, the second paragraph, second line should read "...announcing their annual investment review on Wednesday, March 21...".

COMMUNICATIONS:

Mrs. Kass announced that the Eastern Regional Library System newsletter announced the death of Miss Stromdahl.

Ms. Remmert-Loud informed the Trustees that the Massachusetts Library Association Legislative Committee is sending a list of questions, including questions about library construction funding, to candidates for Governor and Lt. Governor.

MLA FLYER TO CANDIDATES

COMMUNITY TIME:

Ms. Remmert-Loud introduced Catherine Kiah, an Information Librarian at the Robbins Library, who started work here in November.

REPORTS:

Ms. Remmert-Loud reported that Osee Mallio, Head of Children's Services, will be leaving sometime this summer. It is uncertain whether this position will be frozen.

MRS. MALLIO RESIGNS

Ms. Remmert-Loud also reported that the Selectmen have voted to have an override vote in June.

OVERRIDE

NEW BUSINESS:

Peggi Cunningham, the Library liaison from the Finance Committee, met with the Trustees to discuss the FY91 budget for the Library. Ms. Remmert-Loud reported that she has heard that our submitted budget of $905,000 will be what is received only if the override vote passes. Ms. Remmert-Loud stated that because the submitted budget does not meet the State Aid requirements it is possible the Library could lose $40,000 from State Aid. It is unclear if the Board of Library Commissioners will pro-rate funds depending on the amount cut from each library's budget. However, funds would not be pro-rated if the library received a disproportionate cut compared to other town departments. The submitted budget does not include any cost of living increases.

FY91 BUDGET

Joan Atlas, a citizen of East Arlington, presented a petition with 280 signatures, asking that the Fox Branch be reopened. After listening to Mrs. Atlas' requests, the Trustees discussed this matter in depth.

PETITION TO RE-OPEN FOX BRANCH

Several concerns were expressed:

1. Re-opening the Fox Branch might draw upon staff at the Robbins Library and thereby further weaken the Robbins Library. Since 1981, the Robbins Library has been weakened due to insufficient funding and personnel reductions. The Trustees are committed to maintaining a strong central facility.
2. A position currently is frozen at Robbins. Any further weakening of the Robbins Library will result in a reduction in services and the possibility of a loss in hours open.
3. Due to anticipated fiscal problems in FY92, the library could again experience budget reductions, thereby necessitating the closing of the Fox. New personnel should not be recruited and trained unless the Town has the finances to keep Fox open on a long-term basis.
4. Furniture, equipment and materials have already been transferred from Fox to the Robbins Library.

It was therefore reluctantly agreed that the Trustees cannot currently support opening the Fox Branch unless Town officials agree that there must be a long-term commitment to fund the cost of this Branch ($60,000 per year) and that there must also be a commitment to fill future vacancies at the Robbins Library in order to prevent further weakening of the main library. Mrs. Kass will write to Joan Atlas to thank her for her concern and dedication and to inform her of the Trustees' difficult decision. The Trustees agreed that one or two members of the Board would attend the next Selectmen's meeting to discuss their concerns. If no Trustee is available to attend the meeting, the Trustees will telephone members of the Board of Selectmen.

OPEN HOUSE

Ms. Remmert-Loud announced that the Library Construction Grant Open House for Legislators and media will be on Saturday, May 19 at 9:45 a.m. The Trustees agreed that invitations be sent to the Library Trustees, Building Committee, Fundraising Committee, Town Manager, Selectmen, Finance Committee Chair, and major donors. A motion was made (Donnelley/Radochia) that Ms. Remmert-Loud is authorized to use the office copy machine for informational flyers for the statewide receptions. No town or public funds will be used for these flyers.

Ms. Remmert-Loud requested that the Trustees read "Annual Library Services" and contact her with any suggested changes as soon as possible.

PETITION
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BRANCH

Joan Atlas, a citizen of East Arlington, presented a petition with 280 signatures, asking that the Fox Branch be reopened. After listening to Mrs. Atlas' requests, the Trustees discussed this matter in depth.

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It was therefore reluctantly agreed that the Trustees cannot currently support opening the Fox Branch unless Town officials agree that there must be a long-term commitment to fund the cost of this branch ($50,000 per year) and that there must also be a commitment to fill frozen vacancies at the Robbins Library in order to prevent further weakening of the main library. Mrs. Dews will write to Joan Atlas to thank her for her concern and dedication and to inform her of the Trustees' difficult decision. The Trustees agreed that one or two members of the Board would attend the next Selectmen's meeting to discuss their concerns. If no Trustee is available to attend the meeting, the Director will telephone members of the Board of Selectmen.

O P E N
HOUSE

Ms. Kenney-Lund announced that the Library Construction Grant Open House for legislators and media will be on Saturday, May 17 at 9:15 a.m. The Trustees agreed that invitations be sent to the Library Trustees, Building Committee, Fundraising Committee, Town Manager, Selectmen, Finance Committee Chair, and major donors. A motion was made (Donnelly/D'Amico) that Ms. Kenney-Lund is authorized to use the office copy machine for informational flyers for the statewide renovations. No town or public funds will be used for these flyers.

Ms. Kenney-Lund requested that the Trustees read "Annual Library Services" and contact her with any suggested changes as soon as possible.

Meeting adjourned at 10:45 p.m.

NEXT MEETING: WEDNESDAY, APRIL 18, 1990 8:00 P.M.

Minutes submitted by Mary H. White.

a:tmtg4.90

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, March 13, 1990

The meeting was called to order at 7:35 p.m. by Chairman Helen Kass. David Castiglioni, Kay Jorgensen, Barbara Muldoon, Joyce Radochia and Steven Whetstone were also present. Frank Donnelly was absent. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the Library. The minutes of the February 13 meeting were approved.

COMMUNICATIONS:

CFUN

The Trustees received a letter from Superintendent Walter Devine indicating his support for CFUN (Children for Uniting Nations).

ANNUAL TREAS. MEETING

Mrs. Kass received a memo from the Treasurer's Office announcing their annual* ~~meeting~~ on Wednesday, March 21 at 7:30 p.m. Mrs. Muldoon will attend.

*investment review

Mrs. Kass received a letter from Sheri Wilson, Trustee at the Amherst Library, regarding a March 12 planning meeting for all libraries awarded library construction grants.

LIBRARY CONSTRUCTION GRANT

OPEN HOUSE FOR MEDIA

Ms. Remmert-Loud reported that she is Chair of a sub-committee created by the Library Construction Grant Awardees' Steering Committee. On Saturday, May 19 at 9:00 a.m. legislators, town officials, Trustees, and Friends from nearby communities awarded grant monies will be invited to the Robbins Library to view firsthand the dire need for the library construction funds. The media will also be invited. Similar events will be held at seven other libraries throughout the state.

REPORTS:

USERS' SURVEY

Ms. Remmert-Loud submitted the February Director's report. She reported that students from Simmons College will be handing out library user surveys during March. The Trustees concurred that some furniture from the branches should be brought to Robbins to replace damaged items in the Young Adult Room, Employment Center and Art & Music.

COMMUNITY TIME:

MEMORIAL SERVICE FOR MRS. STROMDAHL

Mrs. Margaret Spengler met with the Trustees to request a memorial service for Miss Judith Stromdahl who recently passed away. Miss Stromdahl was library director of the Robbins Library for more than 20 years. Mrs. Kass will call Mrs. Spengler to inform her the Trustees will discuss this matter further at the April meeting.

Ms. Sharon Kulick, coordinator of CFUN (Children for Uniting Nations) met with the Trustees to request using

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, March 13, 1990

The meeting was called to order at 7:35 p.m. by Chairman Helen Kase. David Castiglioni, Kay Jorgensen, Barbara Muldoon, Joyce Sadochie and Steven Weatstone were also present. Frank Connelly was absent. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the library. The minutes of the February 13 meeting were approved.

COMMUNICATIONS:

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[illegible]

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Ms. Remmert-Loud reported that she is Chair of a sub-committee created by the Library Construction Grant Awardees' Steering Committee. On Saturday, May 19 at 9:30 a.m. legislators, town officials, Trustees, and friends from nearby communities awarded grant monies will be invited to the Hopkins Library to view firsthand the site used for the library construction funds. The media will also be invited. Similar events will be held at seven other libraries throughout the state. LIBRARY CON-STRUCTION GRANT OPEN HOUSE FOR MEDIA

REPORTS:

Ms. Remmert-Loud submitted the February Director's report. She reported that students from Simmons College will be handing out library user surveys during March. The Trustees suggested that some furniture from the branches should be brought to Hopkins to replace damaged items in the Young Adult Room, Employment Center and Art & Music. USERS' SURVEY

COMMUNITY TIME:

Mrs. Marjorie Spangler met with the Trustees to request a memorial service for Miss Ruth Stromdahl who recently passed away. Miss Stromdahl was library director of the Hopkins Library for more than 30 years. Mrs. Kase will call Mrs. Spangler to inform her the Trustees will discuss this matter further at the April meeting. MEMORIAL SERVICE FOR MRS. STROMDAHL

Ms. Sharon Walker, coordinator of CFUN (Children for Uniting Nations) met with the Trustees to request using recommended by the Board of Library Commissioners. American Alarm said it would cost $5,700 to change the current system so that we could issue short-term cards and these cards would need to updated annually. It was agreed that Ms. Remmert-Loud will inform Marian Spencer of her research. The Trustees will discuss this matter at the April meeting.

The meeting adjourned at 10:25 p.m.

Next meeting: **WEDNESDAY, APRIL 11**

Minutes submitted by Mary H. White.

CHILDREN FOR UNITING NATIONS

the Dallin Branch for her state-wide organization formed by Massachusetts teachers, with hopes of being able to lease the building in the future. It was agreed that Ms. Remmert-Loud would inform the Town Manager of the Trustees' enthusiasm for the goals of the project.

OLD BUSINESS:

PUBLIC SERVICE POLICIES

Copies of the Robbins Library Public Service Policies were distributed. It was agreed that Ms. Remmert-Loud would revise the section on Young Adults and would obtain Patsi Kraemmer's advice. Once approved by the Trustees these policies will be distributed to everyone employed at the Robbins Library.

ROLES AND PRIORITIES

The Trustees reviewed the Library Roles and Priorities summary. It was agreed that Ms. Remmert-Loud and Kay Jorgensen would revise this summary to make it more factual.

BRANCH LIBRARIES

VOLUNTEER HELP

Ms. Remmert-Loud reported on the procedure for turning the branches over to the Town. Ms. White distributed information on the types of duties volunteers perform as well as the number of volunteers and the total number of hours donated. Ms. Remmert-Loud talked with Ruth Mahon (Arlington Schools), the Council on Aging, and Symmes Hospital regarding their use of volunteers. All three agencies have paid coordinators of volunteers. The Trustees were informed that the FY91 budget does not have funds for electricity or heat at the branches. If the branches were reopened, money would need to be budgeted for those services. It was agreed that it is unclear exactly what the citizens would like.

NEED FOR PROFESSIONAL STAFF AT BRANCHES

A motion was made (Jorgensen/Muldoon) that it is not possible to run the branch libraries with volunteers without professional staff support and funds for operating expenses. These resources cannot be provided due to personnel shortages and budget constraints. This motion passed unanimously.

TURN BRANCHES OVER TO TOWN

A motion was made (Jorgensen/Radochia) that the Dallin and Fox libraries, in the absence of additional revenues for utilities and staff, be turned over to the Town for a period of no less than three years and no more than five years. This motion passed unanimously.

HANDICAPPED RAMP

Ms. Remmert-Loud talked with Town and State officials regarding our handicapped ramp problem. She was informed that it is impossible to put a makeshift ramp on the Junior Library stairs because the cost would be prohibitive in order to meet state regulations. An exterior chair lift would cost $5,000 to $16,000 and this option is not

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, February 13, 1990

The meeting was called to order by Chairman Helen Kass at 7:30 p.m. Frank Donnelly, Kay Jorgensen, Barbara Muldoon, Joyce Radochia and Steve Whetstone were also present. David Castiglioni was absent. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the Library.
The minutes from January 9, 1990 were approved as amended.

Communications:

The Trustees received an invitation from the Afro-American Association to attend a special event for Black History Month on Wednesday, February 28.

BLACK HISTORY MONTH

A letter was received from a patron regarding a staff member's behavior. Since this is a personnel matter, Ms. Remmert-Loud is dealing with it.

PERSONNEL MATTER

A letter was received from Marian Spencer regarding parents with strollers not being able to use the handicapped entrance. This matter was discussed in depth. It was agreed that Ms. Remmert-Loud should check with the State Building Consultant and with Mike Wright for possible solutions. Both Mrs. Kass and Ms. Remmert-Loud will write responses and mention that this matter will be discussed in further detail at the March Trustees' meeting.

GENERAL PUBLIC USING HANDICAPPED RAMP

Representative Robert Havern wrote a letter to express his concern regarding the status of the library construction grant.

Reports:

Ms. Remmert-Loud submitted the January Director's report. She also reported that she met with the Friends of the Library one week ago. The Friends have agreed to fund $6,000 of requests submitted by the Library.

FRIENDS' GIFTS

New Business:

The Director's FY90 Goals and Objectives were updated. The Board of Library Trustees' FY90 Goals and Objectives were also updated.

GOALS & OBJECTIVES

The Board discussed the feasibility of operating the Fox Library with a volunteer staff. The Board supported the arguments provided by Ms. Remmert-Loud concerning the problems to be encountered with a volunteer operation of the Fox Library. It was the unanimous consensus of the Board that it is unrealistic and impractical that library services can be provided without professional librarians

STAFFING FOX BRANCH WITH VOLUNTEERS

and regular library staff. The Board also felt that with the uncertainty of the budget and the reduction in staffing over the years, the Main Library must not be further weakened by transferring existing resources to the branch libraries. The Trustees requested that the Library Director inquire if there is any available space in any public building to establish a small deposit collection of books. The Board also requested that the Director continue efforts to recruit volunteers to assist library staff with appropriate duties at the Main Library. The Board requested that the Director explore, with the Town Manager and Director of Planning and Community Development, the potential of giving the branch library buildings to the Town to generate income for general town funds. This will be voted at the March meeting of the Board of Trustees.

CONTINUE VOLUNTEER EFFORT AT ROBBINS

GIVE BRANCHES TO TOWN

Ms. Remmert-Loud reported that three students from Simmons College will work with her on a Library User Survey.

USER SURVEY

Ms. Remmert-Loud requested that all Trustees read the Public Service Policy for the March meeting.

PUBLIC SERVICE POLICY

Meeting Adjourned: 10:05 p.m.
Next Meeting: Tuesday, March 13, 1990
Minutes submitted by: Mary H. White

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, January 9, 1990

The meeting was called to order at 7:35 p.m. by Chairman Helen Kass. Barbara Muldoon and Joyce Radochia were also present. Maryellen Remmert-Loud (Director) and Mary White (Assistant Director) represented the Library. John Maher, Arlington Town Counsel, and Arthur Loud, Chairman of the Arlington Permanent Building Committee were also present.

The minutes from November 14, 1989 were approved as amended and the minutes from December 12, 1989 were approved.

WARRANT ARTICLE FOR LIB. CONSTRUCTION

Mr. Maher agreed to check with the bond counsel at Ropes & Gray regarding any need for changing dates or wording of the 1988 warrant article for the library construction project. Mr. Maher agreed to contact Ms. Remmert-Loud within one week.

ROBBINS PRINT COLLECTION

Mr. Maher again talked with the Trustees regarding the Robbins Print Collection. These prints are owned by the Town, but are under the jurisdiction of the Library Trustees. Any money earned from these prints would go to the Town because the Trustees are not a separate entity. Town Meeting must vote on what to do with the Robbins Print Collection. The Trustees are free to present ideas on how profits from the sale could be spent, but the motion would be made by the Selectmen. Because it is not certain how much the print collection is worth, it was determined that an appraisal should be done first.

COMMUNICATIONS:

PARKING PROBLEMS

Ms. White received a letter from Thelma Sonnichson regarding the lack of adequate parking, especially for those coming to the library for a few minutes. Ms. Remmert-Loud called Chief of Police, John Carroll. It was the consensus of the Board to not create a "standing area" in front of the library because of the narrowness of this location. Ms. Remmert-Loud will contact Mrs. Sonnichson with other solutions.

JR. LIB. GRANT

The Junior Library received a donation from the Russell Colgate Foundation for $1100 for Junior Library materials.

REPORTS:

Ms. White presented the December Acting Director's report, noting in particular that two custodians were hired and that CATaLIST was unveiled with positive comments from patrons.

ADULT SERVICES VACANCY

Ms. Remmert-Loud reported that she will be sending the Town Manager an evaluation of the need to fill Janet Colbert's position.

Ms. Remmert-Loud also reported that the Town Manager will soon be presenting his recommendations for additional Trustees to the Selectmen. We can expect an enlarged Board by February or March. ENLARGED BOARD

OLD BUSINESS:

A motion was made (Muldoon/Radochia) and passed to defer action on the Robbins Print Collection until the enlarged Board can meet. Ms. Remmert-Loud will then give all Board members a tour of the print collection. ROBBINS PRINT COLLECTION

(Pegi) Ms. Remmert-Loud reminded the Trustees that the FY91 budget does not fulfill State Aid requirements. It was decided to first meet with Peggy Cunningham, the Finance Committee representative to the Library, and then give a memo to the Finance Committee about this matter. FY91 BUDGET

A motion was made (Muldoon/Radochia) and passed to allocate $500 more for videocassettes, per the Trustees suggestion from July. VIDEOS

A motion was made (Muldoon/Radochia) and passed that $500 be allocated ~~from~~ for the printing of materials for the Junior Library Summer Reading Club. The Trustees have requested that requests of this type be presented in July when Trustees allocate funds. JR. LIB. SUMMER READING PROGRAM

NEW BUSINESS:

Ms. White reported that the Friends of the Library hope to have a fundraising event in the spring. The Trustees will therefore wait until fall for their program.

Meeting adjourned at 10:10 p.m.
Next meeting: Tuesday, February 13, 1990 at 7:30 p.m.
Minutes submitted by Mary H. White.

A:TMTG1.90

Minutes of the Meeting
of the
Robbins Library Board of Trustees

December 12, 1989

Chairman Helen Kass called the meeting to order at 7:40. Attending were David Castiglioni, Barbara Muldoon, and Joyce Radochia of the board, and Acting Director, Mary White. Maryellen Remmert, Library Director currently on maternity leave also attended the meeting.

COMMUNICATIONS

A letter from a relocating patron, thanking the library for its fine children's services, was read. A donation was made in appreciation of the services which the patron enjoyed while living in Arlington. Also noted were letters from Boston Public Library Director Arthur Curley and Board of Library Commissioners Director, Roland Piggford. The town manager sent his request for department reports for the annual town report. Helen Kass also received a letter regarding the change of our board size from 5 trustees to 7.

Barbara Muldoon reported that Natalie Peters of the Treasurer's office has informed us of the transfer of $11,561 to the General Income Fund. Funds raised in the building campaign total $422,969.36, which is invested at 8¼%. Still outstanding in pledges is $131,000.

COMMUNITY TIME

No representatives of the community were present at the meeting.

REPORTS

Mary White explained parts of the November Director's Report, including an issue involving the town electricians, snow shoveling, and the interviewing, which will begin soon, of Civil Service applicants for the custodian position.

Jan Colbert of the Robbins staff is very ill. The board decided to send her a boxwood Christmas tree with our best wishes.

Because of problems, continuing and recurrent, with CLSI, MLN is looking into finding a new vendor.

Library Construction Grant Report

Mary White attended a meeting in Waltham for communities who were awarded grants for library construction. A steering committee is being formed. The library director from Beverly will chair this committee whose task it will be to develop a plan of action.

Helen Kass reported on the December 9 meeting held at Fox branch library for trustees of libraries awarded grants. Five libraries were represented.

Attending the Saturday meeting and offering much useful information was Maureen Killoran of BLC. Billy Bulger and Pat McGovern are key support people whose aid should be enlisted. One question considered at the meeting was whether library advocates should support the release of at least an initial amount of 15 million. The push should begin in January was the consensus of the meeting.

Trustees read letters that David Mugar and Janet Pavliska wrote to Dukakis, urging him to honor the state's commitment to the towns awarded library construction grants.

Status of Enlarged Board

David Castiglioni called seven libraries with seven library board members. Four out of the seven had no standing committees. Another library board had to abandon its standing committees. Another had standing committees for building, personnel, etc. Since standing committees legally have to conform to the open meeting law, it is better to have informal and ad hoc subcommittees.

OLD BUSINESS

Robbins Print Collection

The board discussed the article in the Arlington Advocate and John Maher's letter about the legal status of the print collection, with reference to ownership and disposition of proceeds from the sale. Some issues, such as why the proceeds from the sale would have to go to free cash, and whether we would definitely lose the principal and get only the income are still problematic. The board will ask for further clarification from town counsel John Maher.

Lecture Series

Barbara Muldoon asked the board whether the lecture could be delayed until fall of 1990. Mrs. Muldoon and Kay Jorgensen are a committee of two who will explore possibilities for speakers and programs. Mrs. Muldoon wants suggestions for speakers; she will call Rev. Charles Grady for suggestions. The board discussed the possibility of a walking tour of historic buildings and/or sites instead of a lecture.

NEW BUSINESS

Sharon Kennedy Program - March 1990

Sharon Kennedy, the storyteller who did a program in November with funding from the Arlington Arts Councile has enough money left in the grant to do another program, probably in March. She proposed another story-telling program to which she would add musicians and an Irish stepdancer, the performers

perhaps being paid for from trust fund income. The trustees decided that a March program should either be for children--Irish storytelling--or for adults--multi-cultural storytelling. Mary White will look into the grant to see if it restricts or dictates the content of the program in any way.

Miscellaneous New Business

- The trustees voted (Castiglioni/Radochia) to close the library at noon on Saturday, December 23.
- Robbins staff have given Mary White a signed letter of concern about the opening and closing of the library by non-custodial staff.
- The annual report will be a joint library/library board report. Mary White will write it and ask the trustees for comments.
- Stella Shen, technical services, has requested a two month leave of absence to care for a seriously injured aunt. While she is out no one can be hired to replace her.
- The children's library wants to do a toddler program with the recreation department again. This would not be a co-sponsoring, but rather an offering of the services.

DATE OF NEXT MEETING AND ADJOURNMENT

January 9 is the date of the next meeting of the board of trustees.

The board voted to adjourn at 10:10.

Respectfully submitted,
Joyce H. Radochia
Joyce H. Radochia

Minutes of the Meeting
# of the
Robbins Library Board of Trustees

November 14, 1989

Chairman Helen Kass called the meeting to order at 7:40. Attending were board members David Castigilioni, Barbara Muldoon, and Joyce Radochia. Also attending the first portion of the meeting were Nancy May from Rep. Mary Jane Gibson's office, and members of the building campaign committee, Peg Spengler, Frank Donnelly, Joanne Frederick, Bob Walsh, Colin Blair, and Bette Pinckney. Representing the library was acting director Mary White.

Special Meeting

The status of the library construction grant was the topic of the special meeting. Attendees shared information, ideas, and possible strategies for facilitating a successful outcome of the stalled library construction grants. No particular action was decided upon. At the conclusion of the special meeting the normal business of the board was resumed. Of the group attending the special meeting, only Bette Pinckney, former library trustee, stayed for the regular meeting.

COMMUNICATIONS

A letter from patron Jose Williams, in which he included both library fines and praise for the library was read by the board.

The Board of Library Commissioners informed the board of the award of annual grants, library incentive and municipal equalization.

Directly after the last board meeting David Carr called to offer his resignation, with regret, from the board, citing his busy law practice schedule as keeping him from fulfilling his responsibilities as a trustee.

The bill enlarging the board of trustees from 5 members to 7 was signed by Governor Dukakis on November 10. Three new trustee appointments will be needed.

COMMUNITY TIME

The board greeted Bette Pinckney, who said she was happy to join the board at its meeting this evening.

REPORTS

David Castiglioni has begun his research into towns whose library boards consist of approximately 7 members, in order to determine possible ways of revising our board structure, including the formation, perhaps, of standing and ad hoc committees. The board will discuss this in more detail at the next meeting.

The board decided to send a letter to John Deyst, town meeting member, for his support of the library at the special town meeting.

Acting Director's Report

Mary White highlighted her October report. For the record she sent a memo to the town manager pointing out that the FY 91 library budget will not meet the requirements for state aid as it now reads.

Three adult services are now filled, with the new staff people beginning work on November 15, December 4, and December 11. The board congratulated Ms. White and Ms. Nancy Gentile for an excellent job in interviewing and choosing new staff people.

Construction Grant Report

Ms. White met with Rep. Gibson, Janemarie Hillier (Board of Selectmen), Roland Piggford and Maureen Killoran (Board of Library Commissioners). The possible release of some of the 44 million in contingency funds was discussed. Maureen Killoran will contact the organization, Construction Industries of Massachusetts, to enlist their support.

Peg Spengler sent a letter with a fact sheet to major campaign contributors explaining the status of the grant.

The board considered whether it might be worthwhile to meet with the Board of Selectmen, or whether a letter would suffice. * Such a letter would inform the Board of Selectmen of the steps we have taken so far, and would include the flyer from the campaign committee, and the letter to the Governor, representatives and senator.

ADJOURNMENT

The board decided to finish the remaining business on the agenda at the December meeting. The meeting was adjourned at 9:15.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia

*Amended to: The Board decided to send a letter which would ...

Minutes of the Meeting
# of the
Robbins Library Board of Trustees

October 10, 1989

Chairman Helen Kass called the meeting to order at 7:40. Attending were Barbara Muldoon, Joyce Radochia, and Acting Director, Mary White.

The minutes of the September 12, 1989 meeting were read and approved (Muldoon/Radochia).

COMMUNICATIONS

Mary White read a letter from Rev. Charles Grady, pastor of the Unitarian Church about the possible impact of the library construction project on parking and access to the church parking lot. Ms. White will acknowledge the letter.

The Attleboro Public Library sent a thank you letter for fundraising materials used in our building campaign that we sent them. Ms. White sent a copy of the letter to Peg Spengler, Chairman of the Building Campaign.

Another letter of appreciation came from a patron who used Robbins to do research on a black Masonic 19th century cemetery located in Arlington, the Prince Hall Mystic Cemetery.

Karl Stefan Menger donated $100 to the library for any appropriate use.

At this point in the meeting, David Castiglioni arrived.

Helen Kass expressed the collective gratitude of the board to Acting Director Mary White for her competent, professional assumption of the duties of library director while Maryellen Remmert-Loud is on maternity leave.

REPORTS

Town Meeting

At the recent town meeting held to readjust town budgets affected by the state reduction in local aid, Helen Kass addressed the meeting in order to advise the members of the devastating impact on the library of any further reduction of its budget. Town meeting spared the library budget any additional reduction.

Adult Services Vacancies

There are currently three adult services vacancies. Two of the requests to fill the vacancies have been signed and

returned by the town manager. The request to fill the third vacancy has not yet been submitted to the manager for his approval.

Adult Storyteller

A Massachusetts Arts Lottery Grant will fund adult storyteller, Sharon Kennedy, who will perform on November 15 at Robbins.

Rosalind Kantrowitz Illness

Ms. White informed the board that Rosalind Kantrowitz, former head of adult services, has been hospitalized for two weeks; the board expressed concern for Ms. Kantrowitz, who recently gave up her full time position to work part time.

Public Access Catalogs

The electrical work for the public access catalogs is being done. Many library patrons and trustees have expressed concern about the elimination of the card catalog. Ms. White told the board that in the event of the system being down, the library could use a compact disc which will contain the entire data base of the Minuteman Library Network. The disc can be regularly updated to keep it current, although this service is expensive. The discs could be sold to high schools for their convenience.

The patron access catalog is slated for completion by December 1989, with the CD back-up in place by February, 1990. The removal of the card catalog is planned for spring of 1990. TEN Three terminals for public access will be in place. ~~(cabling will be installed for 4~~).

A committee from MLN is developing materials for public education about the conversion from the card catalog system to a completely computerized access to the collection.

Ms. White responded to a letter in the Advocate about the loss of the subject card index.

Building Grant Report

Mary White reported on her meeting with legislators Mary Jane Gibson, Dick Kraus, and Bob Havern on Library Legislative Day.

Maureen Killoran of the Board of Library Commissioners informed us that the state must fund the grants within 5 years. She is setting up a meeting with Governor Dukakis and legislators Bulger and Gibson.

Helen Kass has spoken to staff in Senator Kraus office. Apparently it is not unusual for approved projects to wait for the release of promised funds. After 5 years, however, reauthorizaiton is necessary.

The board decided that a meeting with the town manager, Permanent Town Building Committee chairman, Peg Spengler, and John Maher should be set up quickly, to decide upon a statement to be made to campaign donors.

Lecture Series

Town meeting in the spring of 1987 voted in favor of a warrant article earmarking the amount remaining in the account of the 350th Anniversary Celebration Committee, $1,663.68, for the purpose of funding a lecture series every 5 years. Barbara Muldoon agreed to organize and chair a committee to plan a lecture for 1990.

Status of Enlarged Board

Scheduled for today is the third reading of the bill submitted to the Massachusetts legislature to change the size of the Robbins Library Board of Trustees from 5 to 7. David Castiglioni is investigating the organization of boards of comparable size to Robbins after its enlargement.

Staff Recognition Policy

The policy for staff recognition, drafted initially by Joyce Radochia and amended by the board, was approved by a vote of the board. (Castiglioni/Muldoon).

Review of Library Policies

The board read and discussed policies and procedures on the following subjects: distribution of free literature; bulletin boards; library equipment; supplies; use of phone; use of photocopier; patron complaints. The board ~~will vote on these at a later meeting~~. APPROVED These Policies.

Robbins Print Collection

Mary White will send materials she has gathered that are relevant to the disposition of the Robbins Print Collection to John Maher.

Review of FY91 Budget

Mary White submitted a copy of the FY91 budget, as prepared by Maryellen Remmert-Loud. The manager has not yet specified a step increment for staff salaries or a due date for the budgets.

NEW BUSINESS

Copy Machine

The price for patron use of the copy machine has been raised from 10¢ to 15¢ in the new contract received recently.

Gazza Proposal

Arlington piano teacher, Angela Gazza, would like to borrow the piano in the meeting room at Fox Library for use in the Arlington Arts Center, now located in the Gibbs Junior High School building. Members of a group of music teachers will pay the cost of moving it. The question was raised as to who actually owns the piano. This must be determined before a decision can be made about lending the piano.

Dallin and Fox Branches

Security alarms have been installed at both branches.

Banners

Two beautiful silk banners, paid for through an Arts Council Grant, are now hanging in the Junior Library. Ms. White invited the board to view the banners after adjournment.

New Baby

The trustees offered congratulations to library director Maryellen Remmert-Loud and her husband Arthur Loud on the birth of their new baby boy, Michael Arthur Loud.

DATE OF NEXT MEETING

The next meeting was set for November 14, 1989 at 7:30 p.m.

ADJOURNMENT

The meeting was adjourned at 9:48.

Respectfully submitted,

Joyce H. Radochia
Joyce H. Radochia

approved 11/14/89

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, September 12, 1989

The meeting was called to order by Chairman Helen Kass. David Castiglioni, Barbara Muldoon and Joyce Radochia were also present. Maryellen Remmert-Loud, Director, and Mary White, Assistant Director, represented the Library staff.

The May 8, 1989 minutes were approved as amended (Radochia/Muldoon). The August 8, 1989 minutes were approved as amended (Muldoon/ Castiglioni).

(1) Meeting with Town Counsel re: Art Print Fund

ART PRINT FUND

Mr. Maher said that if there was a document about giving prints in trust to the library, then it is a whole different matter. A gift is simply a gift and we can do as we wish with it.

If it is no longer practical or possible to adhere to the intention of the donor, we may petition the Court for instructions. The Court will determine if, indeed, it is impractical or impossible and determine what we should do. The Attorney General is a party in this decision. He usually opposes any change because it could discourage gift-giving.

Unless the prints are in trust for the library, we do not have ownership, and they are the property of the Town of Arlington. Money raised from a sale would go to the Town.

Mr. Maher needs to obtain the wills to determine whether or not trust funds are marked to go to the family if the trust changes. Ms. Remmert-Loud will check Trustee Minutes, the Arlington Advocate and the files to see if more information exists. Mr. Maher will give a written report.

(2) Dallin Sculptures at the Jason Russell House

DALLIN SCULPTURES

Ms. Remmert-Loud informed the Trustees that the Dallin Committee would like to loan six Dallin sculptures (valued at $600-$1500) to the Smith Museum. Mr. Maher suggested getting a short-term insurance policy.

It was agreed that the Trustees are willing to loan the sculptures if the conditions at the Smith Museum are satisfactory. Ms. Remmert-Loud will call tomorrow.

I. COMMUNICATIONS:

A letter was received from Mr. Alan Katz regarding the Elbridge Farmer's Fund book of minutes. Mrs. Kass will send a thank you note.

ELBRIDGE FARMERS FUND

II. REPORTS:

. Ms. Remmert-Loud submitted her Monthly Director's Report.

DIRECTOR'S REPORT

. The Trustees decided to allocate $250. to Ms. Remmert-Loud or Ms. White to use at their discretion to raise staff morale - e.g., "Mid-Week Morale Munchies."

STAFF MORALE

Approved (Radochia/Muldoon)

. Maryellen Remmert-Loud's maternity leave will be three months. She will return the first week of January.

MATERNITY LEAVE-MER

. Ms. Kass reported that the Trustees will be able to view the Dallin sculpture that Mr. and Mrs. Fredericks wish to donate to the Library. Ms. Kass set up a viewing date right before the next Trustees' meeting, October 10th, between 7:00 and 7:30 P.M. at 297 Lowell Street.

DALLIN SCULPTURE

III. REVIEW OF FY90 BUDGET:

. Ms. Remmert-Loud has applied for a State Aid waiver from the Mass. Board of Library Commissioners. For this year alone, if libraries went into the fiscal year with a budget that qualified for State Aid, then, in spite of changes, the library is still qualified. Because State Law permits waivers to only 10 libraries, the Board of Library Commissioners realized this was an emergency situation.

STATE AID WAIVER

. It was agreed that at the September 18 Town Meeting the Trustees will speak about their concern with the current budget cuts.

BUDGET CUTS

. The letter to library patrons about staff shortages was edited.

LETTER TO PATRONS

IV. GUIDELINES FOR STAFF APPRECIATION:

. Ms. Rodochia presented guidelines for staff appreciation. These will be voted upon at the next meeting.

STAFF APPRECIAITION

V. NEW BUSINESS:

. Norris Hoyt, former Trustee, died. Mrs. Kass will write a letter.

. The Trustees will review new library policies at the next meeting. Maryellen Remmert-Loud will send copies of art policies to the Trustees.

The meeting was adjourned at 9:55 P.M.

Next Meeting: October 10,1989 at 7:30 P.M.

Minutes submitted by Mary White

:tmg09.12

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

August 8, 1989

The meeting was called to order at 7:05 P.M. by Chairman Helen Kass. David Carr, David Castoglioni, Barbara Muldoon and Joyce Radochia were also present. Maryellen Remmert-Loud, Director, and Mary White, Assistant Director, represented the Library.

The minutes of the July meeting were approved as amended. (Radochia/Muldoon)

COMMUNICATIONS:

. Ms. Remmert-Loud received from the Eastern Region copies of Trustee by-laws. They will be copied and sent to Mr. Carr.

. Mrs. Kass received a letter from the Town Manager regarding Mrs. Kass' meeting with him when time permits.

. A letter was received from the Trustees of Eldridge Farmer Trust Fund with a check in the amount of $4,640.12. This money is unrestricted income. Mrs. Kass will send an acknowledgement.

REPORTS:

FRIENDS' GIFTS

. Friends' Gifts	$1,000	Video
	1,000	Unabridged books on Cassette
	405	Fiche Reader
	2,182	Junior Library

. Ms. Remmert-Loud reported that there was a 31% increase of circulation in one month (July) (47% - Junior Library and 20% Adult).

. Ms. Remmert-Loud submitted the July Director's report. There will be no Saturday Custodian as of September.

OLD BUSINESS:

ROBBINS PRINT COLLECTION

. John Maher will attend the September Trustees' Meeting to answer questions about the Robbins Print Collection. Ms. Remmert-Loud will send the Trustees a copy of the letter she sent to Mr. Maher.

NEW BUSINESS:

. Restricted Trust Fund Allocations:

This Year	Carryover		Total
$1500	-	Robbins Print	$1500
1500	+ 200	Childrens' Books	1700
275	+ 850	Fay (Books)	1125
200	+ 200	Hadley (Biog)	400
200	+ 200	Hodgdon (Books)	400

Approved (Muldoon/Carr) unanimously

. Ms. Remmert-Loud reported on the many staffing shortages: Because only 2.2 people remain in Adult Services (down from 9.3 in FY 1981), there will be only 12 hours of Senior Page coverage in Art and Music and the Information Desk will be unstaffed some mornings. Loss of Art and Music coverage means that compact discs are being stolen, so they will be moved next to the Circulation Desk. In September the Information Desk will not be covered in the mornings. The Junior Library staff will help as backup reference four afternoons a week and two evenings per week (14 hours). Consequently, the Junior Library will cancel some class visits and a program with the Recreation Department. If we cannot hire pages, it will severely impact on the book shelving, magazine retrieval and circulation desk staffing. There will be no Saturday custodian as of September, so staff will need to open and close the building. STAFF SHORTAGES

. It was agreed that the Library will be closed on Town Day again this year (September 23).

The meeting was adjourned at 9:45 p.m.

NEXT MEETING: Tuesday, September 12, 1989 7:30 P.M.

Minutes submitted by Mary White.

a:tmg.8

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

July 18, 1989

The meeting was called to order at 7:10 by Chairman Helen Kass. David Carr, David Castiglioni, Barbara Muldoon and Joyce Radochia were also present. Mary White (Assistant Director) represented the Library. The minutes of the previous meeting were approved (Radochia/Carr).

Communications: A thank you note was received from Joan Caterino to thank the Trustees for her retirement gift.

Reports:
The Trustees reviewed the June Director's report.

The Trustees reviewed the letter from Marjorie Coh~~e~~n about the Robbins Print Collection. This issue will be discussed at the next meeting. It was decided that Ms. Remmert-Loud will check with Town Counsel to see if there are any legal impediments.

ROBBINS PRINT COLLECTION

Old Business:
The Trustees approved the FY90 Management Goals and Objectives.

The Trustees reviewed the FY90 Trustee Goals and Objectives. A motion was made (Radochia/Muldoon) to approve this document as amended. This motion passed unanimously.

TRUSTEE GOALS & OBJECTIVES

The Trustees briefly discussed increasing the Board from five to seven members. It was decided that Ms. Remmert-Loud would contact libraries to obtain sample Trustee bylaws. David CArr agreed to review these and to prepare by-laws for the Bard. It was also decided that Mr. Castiglioni would contact libraries that have Boards of ~~close to~~ seven or more members to see how the Boards are organized. Ms. White will send Mr. Castiglioni a listing of libraries and the size of their Boards. Joyce Radochia will formulate a policy for gifts for staff recognition.

INCREASING BOARD FROM 5 TO 7 MEMBERS

The Trustees reviewed Trust Fund Allocations for FY90. A motion was made (Muldoon/Radochia) to approve these recommendations as amended. This motion passed unanimously. An amended listing is attached.

TRUST FUND ALLOCATIONS

The meeting adjourned at 8:45 p.m.
Next meeting: Tuesday, August 8 at 7:00 p.m.
Minutes submitted by Mary H. White.
(tmtg7.18)

FY90 UNRESTRICTED TRUST FUND ALLOCATIONS

JUNIOR LIBRARY:

Programming	$1,500	
RIF	1,033	
Art Supplies and Toys	600	

SUBTOTAL... $3,133

ADULT SERVICES:

Language Cassettes	$100	
Shakespeare Audio Cassettes	800	
Books on Tape	500	
Videocassettes	1,000	(to be reviewed at a later date and $500 to be added)

SUBTOTAL....$2,400 ($2,900)

ADMINISTRATION:

Staff Development	1,300 $900	700 ($~~1100~~ carryover from FY89)
Holiday Decorations	150	
Volunteer Appreciation	150	
Annual Report	250	
Public Relations/Automated Cat.	200	
Labels for Trustee Donations	100	
Staff Recognition	250	

SUBTOTAL....$2,000

GRAND TOTAL $7,533

FY90 $

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, June 20, 1989

The meeting was called to order at 7:10 p.m. by Chairman Joyce Radochia. Also present were David Carr, David Castiglioni, Helen Kass and Barbara Muldoon. Maryellen Remmert-Loud and Mary White were present form the Library staff.

COMMUNICATIONS:

Many people have communicated their concern about the two branch libraries closing July 1.

Ms. Remmert-Loud received a letter from Rev. Charles Grady regarding the Unitarian-Universalist Church closing off their parking area for one day over the July 4 holiday to indicate ownership per Chapter 187 of the Mass. General Laws.

The Robbins Library received 3 public relations awards from the Massachusetts Library Association. The Board of Trustees commends the library staff for their efforts. Ms. Remmert will write an article for the Arlington Advocate.

REPORTS:

Rosalind Kantrowitz will step down as Head of Adult Services and work part-time in the Information Department 20 hours per week.

Funds raised for the building program total $542,607; cash in hand- $402,113 and pledges due- $140,494.

Ms. Remmert-Loud met with the building consultant from the Mass. Board of Library Commissioners to review the state's concerns with the building plans.

The Town Manager, Library Director, David Wallace and Arthur Loud will meet next week to discuss whether the branches might need to be opened during the construction project.

Ms. Remmert-Loud met with Gerry Cohen, Curator of the Fogg Museum and an Arlington resident regarding the Winfield Robbins Art Print Collection. Ms. Cohen will write a report for the Trustees.

The public access catalogs will be delayed until sometime in the fall. The system will be down the first week in July for a system upgrade at the Central Site.

The banners for the Junior Library that were funded by the

Arlington Arts Council are ready and need to be hung by the Town's Maintenance crew when they can be scheduled.

The Mass. Library Trustee Association annual conference will be held Saturday, October 28.

Janet Colbert is in the hospital.

NEW BUSINESS:

A motion was made (Carr,Muldoon) to approve the following slate of officers for FY 90: Chair- Helen Kass; Vice-Chair- David Castiglioni. The motion was passed unanimously.

The Library received $22,800 less from municipal funds for expenses to operate the Main Library than is needed for FY 90. State Aid Funds will be used to make up the balance. Personnel reductions were also made: the branch librarian position, one-half a custodial position, and a loss in page hours. With the reduction in custodial help, there will be one full-time day custodian, one part-time day custodian which includes Saturdays, and a full-time night custodian.

The Town Manager agreed to fill the full-time circulation vacancy in the Junior Library.

The two branches will close effective July 1. Security systems will be installed at both branches to prevent vandalism and measures will be taken to protect the books that are stored there. Some books will be transferred to the Main Library. Minimal heat will be maintained in the winter to prevent the pipes from freezing.

The Trustees reviewed the Library Director's FY 90 Goals and Objectives. Formal approval will be voted at the next meeting. The Trustees also drafted Trustee Goals and Objectives for FY 90 which will be voted at the next meeting.

The Trustees reviewed the staff requests for funding of special projects and collections from Trust Funds. This will be voted on at the next meeting.

The Trustees reviewed a request from Thelma Sonnichsen that a display on Alfred and Molly Yood be placed in the library. The Trustees voted (Kass,Muldoon) to allow a display for the month of July in the Browsing Area. After that time the materials will be stored in the Local History Room. A letter will be written to Mrs. Sonnichsen.

The Trustees voted (Muldoon, Kass) that the Trustees increase the allotment for Joan Caterino's public reception to $250.

The meeting adjourned at 10:05 p.m. The next meeting is July 18 at 7:00 p.m. Minutes submitted by Mary White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

MONDAY, MAY 8, 1989

The meeting was called to order by Chairman Joyce Radochia. Also present were David Carr, David Castiglione, Helen Kass and Barbara Muldoon. Maryellen Remmert-Loud was present from the Library staff.

A correction of the April minutes was made. Paragraph 4, line 9 should read "beyond $387,000 plus $30,000 for the recovery of the trust funds advanced for the fund raising (or a total or $417,000) could be retained by the Trustees and used for other programs". A correction to paragraph 5, substitute "after" for "once" and "start" for "be able"
A correction to page 3 also - add consecutive to paragraph 3, line 7.
These were approved by Carr, second by Kass.

The Board received two notes of congratulations on receipt of the Library grant and memorial gifts honoring Elizabeth McDonald Parker, and Mr. Harold and Mrs. Helen Allen Wheelock.

REPORTS concerned staffing problems related to sickness and retirements . Materials from Baker & Taylor are back ordered.

The director received from Seymour Hitchings of the BPL the names of three consultants (one being Jerry Cohen of the Fogg and Arlington) to review the PRINT COLLECTION. She will come in June 10th to recommend how to do an inventory, suggest personnel and qualifications needed and give us a sense of budget.

FUND RAISING RE: 501 C 3 status. The Wayland Library has such status. The director will sound out other libraries for their experience with this designation.

Town Meeting April 27, 1987 voted in Article 104 to hold a lecture series every five years. Peg Spengler suggested a library sub-committee deal with this. There is $1,633.68 available for a speaker. The topic should deal with the town's historic past and future growth.

TOWN MEETING 1989 approved the increase of the Library Board to seven members. The director hopes to attend a workshop on effective trustee training May 25, 1989.

VOLUNTEER RECOGNITION A suggestion was made to give $10 gift certificates to a restaurant to all volunteers. The decision was made to give the funds to Joan Caterino at the Fox. H. Kass moved we allocate $50 for the branch volunteers, seconded by D Carr. We also decided to dedicate a new book for each volunteer.

STAFF RECOGNITION The Trustees will sponsor a large party for Joan Caterino on her retirement and invite the public to the Fox. The director will find a suitable date. H. Kass moved that we allocate $200 for this event, seconded by B. Muldoon.

The Capital Planning Committee willfund
a new reader/printer.

SATURDAY SUMMER CLOSINGS Historically, the library has closed on the Saturday of Memorial Day weekend from 1981 through 1986. In 1987 and 1988 the Library closed the first Saturday in June. D Carr proposed that the summer schedule for 1989 begin with the closing of the library on June 3, and re-opening on September 9. All other hours would remain as usual. Seconded by D. Castiglione.

MATERIALS SELECTION POLICY WAS approved as presented with an amendment on page two to eliminate specific ratios. H. Kass motion was seconded by B. Muldoon.

The next meeting will be June 20, 1989 at 7p.m. Meeting adjourned

Minutes submitted by B. Muldooon

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

MONDAY, APRIL 10, 1989

The meeting was called to order at 7:48 P.M. by Chairperson Joyce Radochia. At that time Trustees Muldoon and Kass were present. David Castiglioni joined later. Maryellen Remmert, Director, was present.

The minutes of the March 13 meeting were reviewed and the report of the request that a letter be sent to the Branch staff regarding the potential closings was amended to read: The Trustees will write a letter to the Branch staff to express regret that the Town's difficult financial situation makes closing of the Branches likely, and the Trustees' appreciation for their hard work and dedication. The minutes were approved as amended.

COMMUNICATIONS:

Joyce Radochia received a note of thanks from Arthur Sullivan. Maryellen Remmert received notification of three public relations awards from the Massachusetts Library Association.

PR AWARDS

The Trustees agreed to move Arthur Loud's report on the Building Project up on the agenda and Mr. Loud presented the report he had assembled for Mr. Marquis on Cash Flow Projections for the Robbins Library Building Project. The report made clear that the Town will not have to bond until fiscal '90 and that the Town will only need to bond for its share rather than cover the total amount in advance of State funding. In reviewing the report, Mr. Loud reminded the Board that all money from the fund-raising efforts over beyond $387,000.plus $30,000. (or (the recovery of trust funds advanced) (now a total of $417,000.) - could be retained by the Trustees and used for ~~furnishing the addition.~~ other programs. He also reminded the Trustees to keep track of the monies already advanced to David Wallace. Ms. Remmert gave an up-dated report of fundraising totals:

BUILDING PROJECT

In hand:	$374,261.00
Pledged:	$148,802.00
Total:	$523,063.00

after Once the funds in hand reach $390,000.00, the Trustees will be able ~~start~~ to recover the $30,000. of trust funds advanced for fundraising costs as well as the money advanced the project for architectural services.

TRUST FUNDS

Ms. Remmert passed out copies of the Project Summary and Funding Recommendation of the Massachusetts Library Construction Program. The Robbins Library received $3,312,681.00. GRANT AWARD

The Trustees noted, with particular commendation to Ms. Remmert, the comments "this project exemplified good planning..", as well as the comments on the unique planning structure which was developed and implemented by the Director.

Mr. Loud concluded his report with assurances that the money for this round has already been bonded and reported that there is currently a bill in the legislature for the next round of funding. The Trustees thanked Mr. Loud for his report and his consistent efforts on behalf of the Robbins Library construction and renovation project.

REPORTS:

DALLIN STATUE

Maryellen Remmert said that she had spoken with Joanne Frederick about her father-in-law's offer of the Dallin statue. Ms. Frederick understood the Trustees' position and said her father-in-law would be back from Florida in May and that the statue could be seen at that time.

Ms. Remmert reported that the library did not get a national public relations award for the fundraising campaign.

DIRECTOR'S REPORT

Ms. Remmert distributed the March Director's Report which was reviewed with emphasis on the difficulties caused by two weeks of downtime due to a systemwide breakdown at the Central Site in Framingham, resulting in a great deal of difficulty for the staff, and public frustration.

Ms. Remmert reported that a new part-time custodian has been hired and is currently being trained.

GIFTS

Mrs. Muldoon reported the receipt of memorial gifts for Helen Wheelock totaling $125.00. Gifts of $120.00 from the Arlington Early Education Association will be used for book purchases for toddlers.

OLD BUSINESS:

BUDGET

FY90 Budget: Ms. Remmert reported that the Selectmen were recommending that the Dallin Branch be closed even if the over-ride were to be successful. She was not certain about the attitude of the Finance Committee. The Trustees expressed concern that the Fox Library be available for use during the construction at the main building. Ms. Remmert will discuss this with Mr. Marquis.

501c3: Ms. Remmert reported that she has had several communications from donors and potential grant sources about our tax status and she raised the question of whether we should explore further the possibility of applying for 501c3 status. In particular, she mentioned that New England Telephone cannot fund the library without a 501c3 status. Ms. Muldoon suggested that we ask David Carr to take another look at the possibility. Ms. Remmert agreed to check with other libraries, in particular Wayland. FUNDRAISING

NEW BUSINESS:

Trustee Attendance Guidelines: After a discussion of the draft suggested by Ms. Kass, the Trustees moved the adoption of the following: The relatively small size of the Library Board of Trustees and the fact that all significant matters are brought to the Board at its regular or special meetings, means that attendance is a chief requirement for membership. Therefore, should a Trustee be absent for more than two consecutive regularly scheduled monthly meetings, or for more than three regular meetings during a twelve month period, the Chair of the Trustees will ask the member if he/she will be able to meet the responsibility for regular attendance and request his/her resignation if this is not possible. TRUSTEE ATTENDANCE

The Trustees requested that the attendance guidelines become a part of the orientation packet for new trustees and be sent to the Town Manager for inclusion in his discussion with prospective trustees.

Materials Selection Policy/Confidentiality of Library Records: Ms. Remmert requested the Board to review these documents for the May meeting, pointing out that most of the policy (other than parts designated as new) has been in effect since 1978. New sections were drawn up by Jan Colbert and Jennifer DeRemmer. The Request for Removal form was developed to be useful for those few times during the year when such a request is made. The policy on Confidentiality is in accordance with State laws. POLICIES

OTHER:

Ms. Muldoon requested that Mike Wright be asked not to cut back the bushes along the building in such a radical manner.

Ms. Remmert discussed a new means of recognizing volunteers in view of the dropping attendance at appreciation teas in recent years. She suggested, and gained approval for, the idea of having each volunteer choose among new books one which would carry a dedication in recognition of the volunteer's contributions. VOLUNTEERS

Ms. Remmert raised the idea of an amnesty week for forgiveness of fines on all returned books. Since there has AMNESTY WEEK

not been such a week for some years, the Board suggested that Ms. Remmert and the staff schedule one this spring.

The Board agreed to consider when to initiate Saturday closings at the next meeting.

The meeting adjourned at 10:25 P.M.

NEXT MEETING; MONDAY, May 8, 7:45 P.M., subject to Town Meeting schedule.

Minutes submitted by Helen Kass
a:tmg.4

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, March 13, 1989

The meeting was called to order at 7:48 p.m. by Chairman Joyce Radochia. Also present were Helen Kass, Barbara Muldoon, David Carr and David Castiglioni. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff.

The minutes of the February 7, 1989 meeting were approved.

REPORTS:

- Mrs. Muldoon briefly reported on Constitutional Capital Management's investments of library trust funds. TRUST FUNDS

- Mr. Castiglioni and Mrs. Muldoon attended a Selectman's meeting where Ms. Remmert gave her budget report. SELECTMEN'S MEETING

- Ms. Remmert distributed her January and February Director's Reports.

- The Trustees expressed their sorrow for the passing away of Helen Sullivan, who worked for the Robbins Library for sixteen years. Ms. Remmert wrote a letter to the editor of the Advocate about Helen's dedicated service. The Trustees will write a letter of sympathy to the Sullivan family. DEATH OF HELEN SULLIVAN

- The Trustees will write a letter to the Branch staff to express their sadness at the difficult choice of closing the Branches and the Trustees' appreciation for their hard work and dedication. BRANCHES

- Peg Cunningham (Finance Committee) will meet with the Trustees on Thursday, March 16 regarding the FY90 Library budget. FINANCE COMMITTEE

- Ms. Remmert reported on the fundraising monies received as follows: FUNDRAISING

  Total Money In from Donors: $353,402.22
  Interest Received on Funds: 14,365.86
  Funds Raised to Date: $367,768.08
  Pledges Due in Future: 150,296.88

  Total Anticipated & Collected Funds: $518,064.96
  Total Number of Donors: 2604

- The Trustees will write a note to Mrs. Spengler and Mrs. Jorgenson to thank them for the wonderful fundraising report.

FINAL
FUNDRAISING
REPORT

- Ms.Remmert reported that there was an article about the Robbins Library Valentine collection in Massachusetts Bay Antiques.

VALENTINE
COLLECTION

- Ms Remmert reported that we will need $2600 for the laser printer instead of the $2400 the Trustees allocated last month. This includes a 2MG Memory upgrade recommended by Al Minervini, Town Comptroller.

LASER
PRINTER

A motion was made (Muldoon/Kass) that contingent upon a further check of the library account, that Ms. Remmert be permitted to spend up to &2700 for the laser printer. This motion was passed unanimously. Mrs. Muldoon will report to Ms. Remmert on this later this week.

OLD BUSINESS:

- FY 90 Budget

Ms. Remmert distributed a copy of the statistics she presented to the Selectmen regarding the library cuts since FY1981.

- The Trustees reviewed the Director's FY 89 Goals and Objectives. The Board wished to commend Maryellen Remmert, Mary White and the staff of the Robbins Library for their extraordinary efforts during this difficult year.

COMMENDATIO
OF STAFF

The meeting adjourned at 9:30 p.m.

NEXT MEETING: Monday, April 10, 7:45 p.m.

Minutes submitted by Mary H. White

a:TMG03.13

ROBBINS LIBRARY

617 - 641- 4884

700 Massachusetts Avenue, Arlington, Massachusetts 02174

March 1989

DRAFT OF TRUSTEE ATTENDANCE GUIDELINES

The relatively small size of the library board of trustees and the fact that all significant matters are brought to the board at its regular or special meetings means that attendance is a chief requirement for membership. Therefore, should a trustee be absent for more than two consecutive meetings or for more than three meetings during a twelve month period, the chair of the trustees will ask the member to resign because he/she is unable to participate to the extent required for the healthy functioning of the board.

The final part of the second sentence might also be worded: the chair of the trustees will ask the member if he/she will be able to meet the responsibility for regular attendance and request his/her resignation if this is not possible.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

February 7, 1989

The meeting was called to order at 7:35 p.m. by Chairman Joyce Radochia. Also present were David Carr, Helen Kass and Barbara Muldoon, Absent from the meeting was David Castiglioni. Maryellen Remmert and Mary White represented the Library.

The minutes of December 21 were approved (Muldoon/Carr).

COMMUNICATIONS:

Mrs. Radochia showed the thank you card the staff sent the Trustees for the staff appreciation luncheon held in the fall.

Russell Colgate Foundation gave $1,200. for the Junior Library.

Mr. Bryce Perry gave $500. in memory of his mother, Helen.

James Garrely, of Coach and Four Travel Consultants gave $25. in honor of Art and Music Librarian, Janet Colbert.
The Trustees were pleased to hear of this special honor for Jan Colbert.

The First Parish Church will be blocking off their parking area on Washington's Birthday to maintain ownership rights.

New England Telephone Company notified the Library that we would receive commissions on calls made on our pay telephone. The Comptroller's office said these funds should go directly to their office.

Mrs. Radochia has been asked to join the Proposition 2 1/2 Advisory Committee. She is not certain she can attend, but suggested someone from Trustees should attend these meetings.

Ms. Remmert received an anonymous letter requesting that the Card Catalog not be closed when the Patron Access Catalogs are implemented. All Minuteman Library Network libraries received the same letter.

Senator Kraus and Representative Gibson sent copies of letters to the Board of Library Commissioners regarding their support of Arlington's grant application for State funds for the building project.

A letter to the editor in the Arlington Advocate on January 12 praised the Junior Library for their appropriate holiday newsletter.

Staff member Anne Gearin wrote a letter to Ms. Remmert and the Trustees requesting a change in the number of vacation days for support staff. Ms. Remmert has talked with Anne about this issue.

REPORTS

Ms. Remmert distributed the December Director's report.

STAFF
ILLNESSES

Lucile Liu broke her wrist and will be in a cast for approximately six weeks.

Guy Lalicata is in Mr. Auburn Hospital. It is not known when he will return to work. He will be retiring in April.

Helen Sullivan is in Symmes Hospital in very serious condition. Ms. Remmert and Rosalind Kantrowitz visited her last week.

OLD BUSINESS:

FUNDRAISING
UPDATE

Mrs. Spengler, Chairman of the Building Campaign, is writing a formal report for the Town Manager, the Board of Trustees and Arlington Selectmen.

As of February 4th, a total of $511,230. has been raised. Of this, money on hand is $360,074. and future pledges are in the amount of $151,156.

POSSIBLE
BUDGET
CUTS

Ms. Remmert reported that the Town Manager expects the Town to have a $2 million deficit if the override does not pass in June. Therefore the Library would need to cut $100,000. If this cut must be implemented, Ms. Remmert recommended that the two Branch Libraries be closed. Ms. Remmert therefore distributed a draft of proposed cuts and funds saved by these cuts.

Based on the budget reduction to the Library of $90,000. mandated by town officials, the consensus of the Board is that it reluctantly agrees with the Library Director's recommendation that closing the branches represents the most efficient way to maintain a high level of service to the residents of Arlington.

NEW BUSINESS:

INVENTORY OF
ART PRINT
COLLECTION

The Trustees performed a half-year evaluation of their FY89 Goals and Objectives. It was agreed that Ms. Remmert will contact Sinclair Hitchings at Boston Public Library for his recommendations on how to proceed with an inventory of the art print collection. It was also agreed that Mrs. Kass will develop a draft of Trustee attendance guidelines for the next meeting.

DRAFT OF
TRUSTEE
ATTENDANCE
GUIDELINES

The Trustees wish to thank Ms. Remmert, Ms. White, Mr. Loud, Mrs. Kass and Wallace Floyd Associates (David Wallace and Len Bartaux) for their hard work on the Library Building Grant application.

A bill was received from Wallace, Floyd Associates for $2,412.21 for the work they did for the Library Building Grant application.

Ms. Remmert reported on prices for a Hewlett Packard Laser Jet II printer. A motion was made (Muldoon/Kass) that up to $2,400. be allocated from Trust Funds to purchase a laser printer plus accessories. This motion carried unanimously.

ALLOCATION
FOR LASER
PRINTER

David Wallace received a letter from Joanne Frederick re: a Dallin sculpture the Frederick family would like to donate to the library for display in the new addition. It was agreed that Ms. Remmert will talk with Joanne to obtain more information.

The Chamber of Commerce Citizen-of-the-Year nomination is due February 15th. A motion was made (Kass/Carr) that Mrs. Spengler be nominated by the Trustees for her energetic, dynamic, imaginative and highly successful leadership of the Building Campaign. This motion carried unanimously.

CITIZEN OF
THE YEAR
NOMINATION

A motion was made (Muldoon/Kass) that Ms. Remmert be nominated for the Chamber of Commerce Award for Employee of the Year. This motion was carried unanimously.

EMPLOYEE OF
THE YEAR
NOMINATION

The meeting adjourned at 10:10 p.m.

NEXT MEETING: Monday, March 13, 1989 at 7:45 p.m.
Minutes submitted by Mary H. White

a:TMG02.7

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Wednesday December 21, 1988

The meeting was called to order at 7:30 p.m. by Chairman Joyce Radochia. Also present were David Castiglioni, Helen Kass and Barbara Muldoon. Maryellen Remmert (Director) and Mary White (Assistant Director) represented the Library.

The Minutes of December 12 were approved and amended to include: "A letter of commendation will be written by Chairman Radochia to Margaret Spengler."

COMMUNICATIONS:

LIBRARY PARKING

The Trustees received a suggestion from a library patron concerning clarification of which parking spaces are owned by the Unitarian Church. A map will be attached to the notices and posted on the front door.

JR.LIBRARY THANK YOU

The Trustees received Christmas cards from the Junior Library staff to thank the Trustees for all their support and encouragement.

OLD BUSINESS:

PORTRAIT OF DOROTHEA STEIN

A motion was made (Muldoon/Kass) that in view of her membership on the Robbins Library Campaign Committee at the time of her death; the exceptional depth and range of her commitment to the town of Arlington as a volunteer and town official; the successful public drive, established in her memory and led by the Stein family to benefit the Library, the Robbins Library Trustees accept the offer by Irving Stein of a portrait of Dorothea Stein which will be hung, in consultation with the architect, David Wallace, in the room in the library addition which will be named in her memory. This motion was carried unanimously.

NEW BUSINESS:

PLANNING PROCESS

Ms Remmert distributed the Planning Process Documents. A motion was made (Kass/Muldoon) to approve these documents as amended. (Roles; Mission Statement; Goals and Objectives; Description of the Process). This motion was carried unanimously.

A motion was made (Kass/Muldoon) that the Chairman of the Trustees is to have the authority to sign the Building Grant Application. This motion carried unanimously.

NEXT MEETING:

Monday, January 9, 1989 at 7:30 p.m.

The meeting was adjourned at 9:40 p.m.
Minutes submitted by Mary H. White

a:tmg12.21

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, December 12, 1988

The meeting was called to order at 7:30 p.m. by Chairman Joyce Radochia; Helen Kass, David Carr, Barbara Muldoon and David Castiglioni were also present. Maryellen Remmert (Director) and Mary White, (Assistant Director) of the Library Staff were present.

The minutes of November 1. 1988 were approved.

COMMUNICATIONS:

. Letter from Alan Katz regarding appointment of new trustees for Eldridge Farmer Trust Fund. A motion was made (Carr/Muldoon) that the Trustees acknowledge the appointment. The motion was passed unanimously.

. $39,401.99 was received from FY89 Library Incentive Grant and FY89 Municipal Equalization Grant. This is approximately $3,000-$4,000. less than last year due to decrease in population.

. Ms. Remmert received a letter from Reverend Grady of the Unitarian Church regarding library patrons using the Church parking. Ms. Remmert will have the staff distribute to patrons at the Circulation Desk a notice indicating that the Church will have illegally parked cars towed.

REPORTS:

. Ms. Remmert reported that Carol Arey in Technical Services is leaving. Ms. Remmert will meet with the Town Manager to see if we can fill this position with a full-time person - 1/2 time in the Technical Service Department and 1/2 time in the Circulation Department.

. Ms. Remmert will also ask the Town Manager if we can increase the pay of the Junior and Senior Pages.

Information from David Wallace needed for the Building Grant will cost approximately $2,000. A motion was made (Muldoon/Kass) that the Trustees agree to pay Wallace, Floyd Associates the estimated $2,000. fee for services connected with the building proposal The motion passed unanimously.

OLD BUSINESS:

. Mrs. Kass reported that fundraising donations are still coming in. As of December 6, 1988, counting pledges and cash in hand, a total of $484,510.46 has been received. (Pledges account for $178,340.)

Mrs. Kass also reported that there will be a Fundraising Committee wrap-up meeting and supper at her home on Tuesday January 10, 1989, in honor of Pet Spengler. All Trustees are invited. Mrs. Kass suggested that one of the watercolored architectural sketches of the building addition be framed and presented to Mrs. Spengler in appreciation of her work as Chairman of the Fundraising Committee. A motion was made (Radochia/Carr) to this effect and was passed unanimously.

Eighty-eight people have contributed $45,024 to the Dorothea Stein Fund for the new Reference area. Mr. Irving Stein would like a portrait of Dorothea Stein hung in this room. Mrs. Kass will present a motion at the next meeting on December 21st.

. The Trustees discussed the results of the role prioritization done by the Library's Planning Committee. The Committee was comprised of seven staff members and Mrs. Muldoon.

A motion (Carr/Kass) to accept the roles definitions prepared by the Planning Committee was passed unanimously.

. A motion was made (Kass/Carr) that the Trustees accept results of the role priority exercise which was completed by both the Role Planning Committee and the Board of Trustees as follows: 1-Reference Information Center 2- Children's Door to Learning 3-Popular Materials 4- Informal Education Support Center. This motion was passed unanimously.

. Ms Remmert reported that Mrs. Kass has volunteered to read the draft of the Grant proposal.

NEXT MEETING:

Wednesday, December 21, 1988 at 7:30 p.m.

The meeting was adjourned at 9:50 p.m.

Minutes submitted by Mary White

.mg12.12

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, November 1, 1988

The meeting was called to order at 7:30 p.m. by Chairman Joyce Radochia, David Carr and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff. Absent were David Castiglioni and Helen Kass.

The minutes of October 11, 1988 were approved.

COMMUNICATIONS:
Mrs. Radochia received a letter of apology from Fred Pitcher concerning the delay in presenting the article increasing the Board of Trustees from five members to seven members. The article can not come up at the Fall Town meeting. The trustees will file again for the Spring Town meeting. The Town Manager also notified Miss Remmert about the warrant article.

REPORTS:
Miss Remmert reported that there was no heat for over a week due to a broken furnace, It cost approximately $5,500. to repair the furnace. The burner needed to be replaced.

Miss Remmert closed the Junior Library at 1:00 P.M. on Monday because it was 58 degrees. The Town Manager said under no circumstances would the library be closed. The Trustees expressed concern for the health and comfort of the library employees.

The Town Manager approved the library budget as submitted.

OLD BUSINESS:
Fundraising

Miss Remmert has no current figures because there has not been a recent fundraising meeting. Approximately $430,000. has been raised to date. Flyers are being sent out to all cardholders soon.

The Friends of Drama event in December will be a thank-you to all those who worked on the Fundraising Campaign.

Planning Process

Miss Remmert explained the planning process for Public Libraries and outlined our timetable.

Mass. Library Legislative Day

Miss Remmert distributed information about the Massachusetts Library Association Legislative Day on November 16 at the State House.

NEW BUSINESS:
Construction Grant

125 Intent to Apply forms were submitted to the Board of Library Commissioners. A total of $240 million dollars is needed. There is only $35 million dollars for distribution. There could be a second grant round at a later date. Both the Massachusetts Library Association and the Board of Library Commissioners are filing legislation.

Arthur Loud reviewed the grant application and wrote a memo to David Wallace stating what information Mr. Wallace needs to provide for the grant application.

Miss Remmert attended a three-day conference at Sturbridge on working with a building consultant and architects. It was recommended that a building consultant be engaged from the beginning to the end, but at least to have a consultant look at the final drawings before going out to bid so that the building consultant can assure assignable square footage.

Annual Report

Miss Remmert distributed a draft of the Annual Report. Minor changes were made and the final report will be distributed to the Trustees.

Secretary

Miss Remmert reported that she has received three applications for the part-time secretarial position and that she will interview and hire soon.

NEXT MEETINGS

Monday, December 12, 1988 at 7:30 p.m.
Wednesday, December 21, 1988 at 7:30 p.m.

On behalf of the Board, Mrs. Radochia wished Miss Remmert well in her upcoming wedding.
The meeting adjourned at 9:47 p.m.

Minutes submitted by Mary White.

a:tmtg11.1

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, October 11, 1988

The meeting was called to order at 7:42 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff.

The minutes of the September 12, 1988 meeting were approved.

COMMUNICATIONS:

INCREASING THE NUMBER OF TRUSTEES

Mrs. Radochia wrote a letter to the Town Manager requesting that a warrant article be presented at the fall Special Town Meeting so that the number of Trustees could be increased from 5 to 7.

RESIGNATION OF MR. O'NEILL

Philip O'Neill resigned as a Trustee. The Town Manager will be appointing David Carr to fill this vacancy.

Miss Remmert distributed copies of Mr. O'Neill's letter of resignation. The Trustees will send him a letter of acknowledgement.

LETTER OF APPRECIATION FROM PATRON

Miss Remmert received a letter from Mary Hupczyc praising the library staff for the "perfectly marvelous service" she has received.

REPORTS:

Miss Remmert distributed the September Director's Report. She also informed the Trustees that the Secretary's position has not yet been filled. Only one person responded to the Civil Service posting and she has not yet made an appointment to interview with Miss Remmert. The Personnel Department has given Miss Remmert permission to advertise the position in the Advocate.

SECRETARIAL VACANCY

LIBRARY LEGISLATION DAY

Library Legislation Day will be November 16 from 11:00 to 12:30 at the State House.

OLD BUSINESS:

FUNDRAISING CAMPAIGN

The Fundraising Campaign has received a total of $419,388 in pledges and donations as of the end of September, but it is possible that not all the pledged monies will come in. A flyer will be sent to all library card holders asking them to donate to the campaign. Miss Remmert distributed Mr. Arthur Loud's (Chairman, Town Permanent Building Committee) report to the Capital Planning Committee projecting the cash

disbursements and the time schedule for the building project. The Trustees greatly appreciate Mr. Loud's thorough work.

CIRCULATION STATISTICS

Miss Remmert distributed Adult Library, Junior Library, Fox and Dallin circulation statistics comparing FY80 to FY88.

FY90 BUDGET

Miss Remmert presented the FY90 budget that she submitted to the Town Manager. Although all departments were to level fund expenses, Miss Remmert did not do this. Instead, she gave the Town Manager a letter stating that a level funded budget would mean either the closing of the two branches or not implementing the Patron Access Catalogs as written into the Capital Plan.

STAFF APPRECIATION LUNCHEON

Mrs. Kass and Mrs. Muldoon reported that invitations were sent to all Departments for the Staff Appreciation Luncheon. The Luncheon will be on October 17 at the Unitarian Church.

PLANNING PROCESS

Mrs. Muldoon will meet with Miss Remmert in the near future about the Planning Process for Public Libraries.

NEW BUSINESS:

Miss Remmert reported that local libraries will be surveyed about their meeting room policies.

HOLIDAY HOURS

A motion was made (Kass/Muldoon) that the Library be closed all day on Saturday, December 24 (Christmas Eve) and be closed at noon on Saturday, December 31 (New Year's Eve.) This motion passed unanimously.

A motion was made (Kass/Castiglioni) that the Library be closed at 5:00 p.m. on Wednesday, November 23 (Thanksgiving Eve). This motion passed unanimously.

The meeting adjourned at 9:55 p.m.

NEXT MEETING: Tuesday, November 1, 1988 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, September 12, 1988

The meeting was called to order at 7:35 by Chairman Joyce Radochia. David Castiglioni, Helen Kass, Barbara Muldoon and Philip O'Neill were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Wendy Watson represented the Friends of the Library.

The minutes of the August 2, 1988 meeting were approved.

COMMUNICATIONS:

LIBRARY INCENTIVE GRANT

Miss Remmert received notification that the FY'89 Library Incentive Grant allocation for the Robbins Library is $43,000. State law requires that this money be put directly into the library budget. Miss Remmert uses these funds for Capital Outlay expenditures as approved by the Town Manager.

COLLECTION DEVELOPMENT GRANT

The Library has been awarded a $16,200 grant for collection development under the state's innovative grants program. However, the funds will not be available until early in 1989.

Miss Remmert distributed information on the MLTA annual meeting on October 29 in Worcester.

TRUST FUNDS

Mrs. Muldoon received the annual statement from the Bank of New England. However, much of this is illegible and incorrect. Mrs. Muldoon will report this to John Bilafer.

FARMER FUND

Mrs. Muldoon also received notification from the trustees of the Farmer Fund that the interest earned for this year is $4,090 -- down by $506 from last year.

REPORTS:

MLA LEGISLATIVE DAY

Miss Remmert reported that the MLA Legislative Day has been postponed until mid-November.

LIBRARY CONSTRUCTION GRANT

Miss Remmert received the final regulations for the Library Construction Grant. The Intent to Apply is due the end of September and workshops will be held the week of October 17. The grant is due January 4, 1989 and libraries will be notified of the results in April.

Miss Remmert presented the July and August Director's Reports.

OLD BUSINESS:

FUNDRAISING

Bay Bank is donating to the Building Fund $1.00 for every mile run during the Town Day Road Race. The Concord

Cooperative Bank will have a Petting Zoo for children on Town Day. Proceeds will also go to the Building Fund. There is a Fundraising meeting Tuesday, September 13. There will be a Library booth on Town Day as well as the showing of the Chuck Kraemer video and the Eliza Robbins video. Children will turn in the money they raised during the Summer Read-a-thon on Saturday, September 17. "An Evening with Ben Franklin" will be presented on September 25. Laura Pershin and Gene Stammel will do a benefit in November. The Friends of the Drama are also doing a benefit for the Building Fund in December.

RESTRICTED TRUST FUNDS

A motion was made (Muldoon/O'Neill) that the following money be allocated from the Restricted Trust Funds:

Children's Books	$1,500
Fay Fund (Books)	275
Hodgdon (Books)	200
Hadley (Biographies)	200
Robbins Print	2,000 (previously approved)
Robbins Art	(hold)
Gruber (Dallin Books)	2,688

This motion passed unanimously.

STAFF APPRECIATION LUNCHEON

The Trustees decided to hold a Staff Appreciation Luncheon on Monday, October 17. Mrs. Kass and Mrs. Muldoon will make arrangements. The budget for this event will be approved at the October meeting.

INFO. DESK SCHEDULING

Miss Remmert reported that she met with the Adult Services staff regarding the problem of no back-up help at the Information Desk in the afternoons. After looking at the few options available, Miss Remmert determined the best way to offer back-up help was to not staff the Art and Music Room from 9:00 to 11:00 Monday through Saturday. It was the consensus of the Board that, due to the hiring freeze and staff shortages, Miss Remmert should implement this plan.

FY'90 BUDGET

Miss Remmert presented the Trustees with a preliminary worksheet of the FY'90 budget. The Town Manager has directed that expenses should be level-funded. Major increases may be necessary in Minuteman Library Network fees due to the addition of public access catalogs scheduled this year. Miss Remmert suggested that service cutbacks at the branch libraries might be necessary if expenses are level-funded. The personnel budget includes step raises and a 5% general increase as was approved by Town Meeting. The budget also includes a Senior Page raise from $4.30/hr to $4.55/hr and a Junior Page raise from $3.85/hr to $4.05/hr as an incentive to keep pages longer than a few months. Miss Remmert will present more information at the October meeting.

PLANNING PROCESS

Miss Remmert reported that she will be forming a committee

of Department Heads and one Trustee to meet with her to work on the Planning Process for Public Libraries. There will be approximately four meetings. The first meeting will be in the next few weeks. Because the meetings must be held during the day so that staff can participate, Barbara Muldoon volunteered to be the Trustees' representative.

The meeting adjourned at 10:10 p.m.

NEXT MEETING: Tuesday, October 11 7:30 p.m.

Minutes submitted by Mary H. White.

a:tmtg9.12

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, August 2, 1988

The meeting was called to order at 7:15 by Chairman Joyce Radochia. David Castiglioni, Helen Kass, Barbara Muldoon and Philip O'Neill were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Arthur Loud, Chairman of the Town's Permanent Building Committee was also present.

The minutes of the June 13, 1988 meeting were approved.

THANK YOU TO STAFF

COMMUNICATIONS: Mrs. Radochia is sending a letter from the Trustees to all Library staff to thank them for their cooperation and endurance during the Fundraising Drive.

REPORTS:

PAINTING DONATION

Miss Remmert reported the possible donation of a painting by Arlington resident Umberto Centofonte with the stipulation it be prominently displayed. It was agreed that the Trustees will send a letter thanking Mr. Centofonte for his generosity but that there are no means of storage or maintenance of valuable paintings. Because of the many competing requests for library space in the new building, the Trustees will make a policy about this once the addition is built.

TOWN DAY

Miss Remmert reported that Saturday, September 24th will be Town Day. A motion was made (Kass/Muldoon) that the library be closed on this day. This motion passed unanimously. Miss Remmert reported that the theme of Town Day is the Legacy of the Robbins Family and will include publicity on the library and the fundraising campaign.

PARKING PROBLEM

Miss Remmert mentioned that a few patrons have given suggestions to help solve the parking problem at the Robbins Library. Miss Remmert therefore wrote a letter to Mike Wright and Dick Bowler to see if it is possible to pave a small portion of the lawn closest to the Robbins House. This area is constantly used for parking and the grass has been ruined. If this small area were paved, cars could park parallel, thereby taking up less space. Miss Remmert will ask the Town Engineer to determine how much space would be needed.

LIBRARY FEES

Miss Remmert reported that the Town Manager requested information on the library fees collected (overdues, reserves, photocopy machines, replacement of lost cards, etc) and the unit costs of each.

LIBRARY BUILDING PROGRAM

The Community Analysis section of the Library Building Program will be updated in August by Miss Remmert. It will be sent out to be typed since the secretary will be leaving before then. The Planning Process needs to be completed in the fall.

RENTAL
PLANS FOR
BOOKS

Miss Remmert gave the Trustees information about Rental Plans for popular titles. Ms. White called three area libraries to obtain information about the plans. All libraries reported that it was greatly received by the public. It was agreed that Ms. White should do some further research.

OLD BUSINESS:

FUNDRAISING

The Fundraising Committee has disbanded for the summer. Approximately one-half of the amount raised is in the form of pledges, so it is important that people do not default on their pledge. It was agreed that the Trustees will write a letter to Mrs. Spengler to thank her for her dedication and hard work.

A motion was made (Muldoon/Kass) to approve the FY89 Trustees' Goals and Objectives. This motion passed unanimously.

NEW BUSINESS:

STATE GRANT
REGULATIONS

The Trustees reviewed the draft regulations for the State Grant with Miss Remmert and Mr. Loud. Miss Remmert will present their concerns on Thursday, August 4 at 1:00 at the Board of Library Commissioners.

STAFF
SHORTAGES

Miss Remmert reported on the current staff reductions due to the job freeze. The Director of Personnel, Bill Kremmel, audited the bookkeeper position and the secretarial position and determined that both positions are needed. Therefore, the Town Manager did agree that the secretary could be replaced, but only for 17.5 hours per week. In this way, the Town does not have to pay benefits. Marie Erwin's slot is frozen, Helen Sullivan is severely ill, and Pat Donoghue may eventually leave to go to school full-time. These shortages mean that:
a) no back-up in Information Desk
b) Senior Forum has been dropped
c) no overlap of Sr. Page and Librarian in Art & Music
d) Stella Shen and Mary White are increasing their hours on the Information Desk
e) A substitute must be hired for Wednesday evenings and Saturdays to replace Mrs. Sullivan
f) Vacations and sicknesses are not covered. Miss Remmert or a substitute will need to cover.

The loss of any additional staff could result in the inability to staff the Art and Music Room.

It was agreed that the Trustees will review the allocation of Trust Funds for Books at the September meeting.

The meeting adjourned at 9:50 p.m.

NEXT MEETING: Monday, September 12 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, June 13, 1988

The meeting was called to order at 7:35 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Absent from the meeting was Philip O'Neill. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff.

The minutes of the May 10, 1988 meeting were approved.

COMMUNICATIONS:
Mrs. Radochia sent letters to Representatives Robert Havern and Mary Jane Gibson regarding their lack of support for the $5 million grant round. Some of this money was for the Minuteman Library Network Central Site computer upgrade so more libraries could join the network and for the installation of Patron Access Catalogs.

The Library received a thank you letter from the IRS for the Library's participation in the tax form program.

REPORTS:
Miss Remmert reported that she met with the Town Manager today who informed her that the Selectmen said he must cut $800,000 from the FY'90 budget. The Library's share will be $75,000. Given these restrictions and assuming the taxpayers do not pass an over-ride, the two branches would be closed and three positions would be eliminated.

OLD BUSINESS:
Mrs. Kass reported on the fundraising progress. Two groups did a phone-a-thon on Sunday evening (June 12). Mrs. Kass' group received $5,000 in pledges.

A motion was made (Kass/Muldoon) that the amount fixed for the Board Room remain at $25,000 and that the Board is willing to relinquish their claim to this room if another donor offers $25,000 or more. This motion passed unanimously.

It was decided that Miss Remmert will give the Trustees an updated listing of fundraising gifts.

A motion was made (Kass/Muldoon) that a letter be sent

to the staff in appreciation for their support during this year of so many demands. The Trustees hope the next year will be a year of celebration which they will inaugurate with a staff luncheon in the fall.

NEW BUSINESS:
A motion was made (Kass/Castiglioni) that the Director's Management Goals and Objectives for FY'89 be accepted. This motion passed unanimously.

A motion was made (Kass/Muldoon) that the Trustee's Goals and Objectives for FY'89 be accepted. This motion passed unanimously.

A motion was made (Muldoon/Kass) that the Trust Funds requests for FY'89 be as follows:

Junior Library.................	$2,933	
Foreign Language Cassettes.....	250	
Videocassettes.................	500	(BUT EVALUATE MID-YEAR)
Senior Programming.............	500	
Staff Development..............	2,000	
Holiday Decorations............	125	
Volunteer Appreciation.........	125	
Annual Report..................	200	
Borrowers' Brochure............	1,000	
	$7,633	TOTAL

This motion passed unanimously.

A motion was made (Muldoon/Kass) that the Trustees approve $1,500 for the circulating art print collection for FY'89. This motion passed unanimously.

A motion was made (Kass/Muldoon) that the officers for FY'89 be: Joyce Radochia - Chairman
David Castiglioni - Vice Chairman
Barbara Muldoon - Trust Funds Accountant
Helen Kass - Liaison to Fundraising Committee

This motion passed unanimously.

The meeting adjourned at 10:20 p.m.

NEXT MEETING: Monday, July 11, 1988 at 7:00 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, May 10, 1988

The meeting was called to order at 7:40 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Absent was Philip O'Neill. Maryellen Remmert (Director), Mary White (Assistant Director), and Rosalind Kantrowitz (Head of Adult Services) were present from the library staff.

The minutes of the April 11, 1988 meeting were approved.

COMMUNICATIONS:

POETRY READING THANKS

Miss Remmert received a note from Marilyn Zuckerman thanking the Library for the use of the Fox meeting room for four poetry readings in April. These readings were funded by the Arlington Arts Council.

Mrs. Muldoon reported that the Trustees now have a debit balance with new England Copy due to the many copies made for the fundraising efforts. It was the consensus of the Trustees that this expense should be passed on to the Building Campaign Committee since they have a budget for this type of expense.

REPORTS:

Miss Remmert distributed the March and April Director's reports.

She also reported that the Library budget passed Town Meeting last night.

DALLIN 50TH COMMITTEE

Mrs. Radochia praised the Dallin 50th Committee for their hard work on the Dallin 50th Anniversary celebration held on April 10. Over 200 people attended this event.

FY'90 BUDGET

Miss Remmert reported that she recently met with the Town Manager regarding future budget cuts and which positions should be frozen. Fiscal Year 1990 promises to be the worst year yet.

OLD BUSINESS:

FUNDRAISING NEWS

Mrs. Radochia reported on the plans for this Sunday's fundraising event for the Friends of the Library. Mrs. Kass reported that a total of $241,000 has been raised to date.

PRICING OF BUILDING GIFTS

Miss Remmert reported that she met with Mrs. Spengler regarding pricing various sections of the library as follows:

Children's Room:	Picture Book Activity Area	$10,000
	Parent/Teacher Area	2,500
	Special Activities	5,000
	Children's Services Desk	5,000
	Study Area	2,500
	Reference Collection	2,500
First Floor:	Window seat in Fiction Area	1,500
	Large window in Fiction Area	1,500
	Nooks in Fiction Area	2,500
	Lobby niche	3,000- 5,000
	Circulation Desk	10,000
	Information Desk	10,000
	Benches at Info. Desk	1,200
Second Floor:	Seating at bow window	5,000
Third Floor:	Audio-Visual Room	15,000

It was the consensus of the Trustees that these prices were acceptable.

RESTORING PAINTINGS IN REFERENCE ROOM

Miss Remmert also reported that she and Mary White met with Mr. Bradley regarding restoring the paintings in the Reference Room. He will let us know the time and costs involved in restoring these works. Mr. Bradley is interested in the Robbins Print Collection. He intends to contact Evan Turner, who wrote a report on the print collection for Miss Stromdahl.

This Saturday there will be videotaping in the Robbins garden. Various community leaders will be taped asking Arlingtonians to donate to the Building Campaign. These tapes will be added to the Chuck Kraemer video which will soon be shown on Arlington Cable.

There will be a children's Summer Read-a-thon to raise money for the building and there will be a Phone-a-thon in June.

NEW BUSINESS:

SUMMER SCHEDULE

A motion was made (Kass/Muldoon) that the Library adopt a summer schedule similar to last year's schedule; i.e., closing the first Saturday in June (June 4) and re-opening the Saturday after Labor Day (September 10). This motion carried unanimously.

Miss Remmert read her preliminary draft for the FY89 Library Goals and Objectives. These were acceptable to the Trustees. GOALS AND OBJECTIVES

The Trustees' Goals and Objectives will be studied during this next month and Trustees will bring their edited versions to the next meeting.

Mrs. Muldoon reported that she needs Trust Fund figures from Natalie Peters before she can report the amount available for staff requests. There will be approximately 40% less than last year due to costs for fundraising, architectural fees, and building consultant fees. TRUST FUNDS FOR STAFF REQUESTS

The meeting adjourned at 10:20 p.m.

NEXT MEETINGS: Monday, June 13 at 7:30 p.m.
Monday, June 20 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, April 11, 1988

The meeting was called to order at 7:40 p.m. by Chairman Joyce Radochia. Helen Kass, Barbara Muldoon, and Philip O'Neill were also present. Absent from the meeting was David Castiglioni. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff.

The minutes of the March 21, 1988 meeting were approved.

COMMUNICATIONS:

TOUR OF HANDICAPPED SERVICES

A letter was received from Kristine Alster from the Council on Aging to thank Ms. White for showing the nursing students the many services we offer the handicapped.

BETTE PINCKNEY CITIZEN OF THE YEAR

Miss Remmert was notified by the Chamber of Commerce that they have selected Bette Pinckney as Citizen of the Year. The awards banquet will be held on May 7.

REPORTS:

JUNIOR PAGES

Miss Remmert reported that we continue to have difficulty hiring and keeping Junior Pages due to the low salaries.

BUIILDING ADDITION & ROBBINS PRINT COLELCTION

Mr. O'Neil requested that Ms. Remmert contact John Maher, Town Counsel, concerning several possible uses of the Robbins Print Trust Fund.

OLD BUSINESS:

FUNDRAISING NEWS

Mrs. Kass and Miss Remmert reported on the Fundraising efforts. A solicitor's meeting will be held at the Fox Branch on April 12 at 7:30. Three poster designs are being printed to be posted around town. Approximately $160,000 has been raised to date. A reception for area physicians will be held at Dr. Foley's on April 21. Another reception for attorneys will be held at the Concord Cooperative Bank the end of May. A reception for the Friends of the Library will be held in the Reference Room on May 15. Approximately $21,000 has been raised from former and present Trustees. Mr. Al Casey has just donated $10,000 for a portion of the Children's Room.

It was the consensus of the board that they are willing to see areas not already paid for to be subdivided into

smaller donating parts. Miss Remmert will make a working list for approval by the Trustees.

NEW BUSINESS:
Miss Remmert and the Trustees reviewed the comments of Arthur Loud, Bette Pinckney and herself to the draft regulations written by the Board of Library Commissioners for the State Construction Grant. Miss Remmert will report the Town of Arlington's suggestions by Friday, April 15.

DRAFT REGS.
FOR STATE
CONSTRUCTION
GRANT

The meeting adjourned at 9:45 p.m.

NEXT MEETING: Tuesday, May 10 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, March 21, 1988

The meeting was called to order at 7:50 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff.

The minutes of the February 3, 1988 meeting were approved.

COMMUNICATIONS:

THEATRE TICKETS

A letter was received from Debbie Hayes (Recreation Department) thanking the Trustees for prepayment for the Les Miserables trip. The Trust Funds have been reimbursed.

CHAMBER OF COMMERCE AWARDS

A letter from the Trustees was sent to the Chamber of Commerce nominating Joan Caterino as Town Employee of the Year and Bette Pinckney as Citizen of the Year.

DALLIN BANNER

Bob Harrington, Arlington Heights resident and member of the Dallin 50th Committee, donated a banner to be hung at Dallin to announce this special year.

FRIENDS' GIFTS

A letter was sent to Nick Minton to thank the Friends of the Robbins Library for their most recent gifts.

COLLECTION DEVELOPMENT GRANT RECEIVED

A letter was received from the Board of Library Commissioners that the Robbins Library's Collection Development grant ($16,200) has been approved. Funding is contingent upon legislation. Our Staff Development application was not approved due to a lack of state funds.

ARLINGTON ARTS COUNCIL

Miss Remmert sent a letter to the Arlington Arts Council stating that the library would gratefully receive hand-painted silk banners made by local artist Margaret Ryding, if the Arts Council approved her application.

Osee Mallio sent an application to the Arlington Arts Council for story-telling programs with signing interpreters. The Trustees will pay one-half ($400) of the costs. This is necessary to receive the Arts Council funding.

The draft regulations on the construction legislation have been received. Both Arthur Loud and Bette Pinckney are studying them and will meet with Miss Remmert to discuss them before the BLC hearings in April.

CONSTRUCTION
REGULATIONS

REPORTS:

Miss Remmert submitted the January and February Director's Reports. The major problems continue to be finding Junior Pages at such a low salary and the many problems with CLSI equipment.

WARRANT
ARTICLE
EXTENSION

A meeting was held with the Finance Committee regarding extending the the Warrant Article funding deadline for the library building project to July 1990.

REPAIRING
REFERENCE
ROOM CLOCK

Jim McGough referred to Miss Remmert a gentleman who is willing to fix the clock in the Reference Room. Mr. McGough thought that Miss Remmert might wish to submit a grant to the Arlington Arts Council for this. It was the consensus of the Trustees that Miss Remmert use her discretion for funding to fix this clock.

OLD BUSINESS:

FRAMING
LIBRARY SKETCHES

A motion was made (Muldoon/Kass) that $360 be approved for the framing of two sketches of the proposed library addition and that this money should come from the Robbins Art Fund. This motion passed unanimously.

FUNDRAISING
PLANS

Miss Remmert distributed minutes from fundraising meetings. As of March 14, a total of $71,184.66 had been collected. Mrs. Spengler has arranged for a fundraising billboard to be placed on the lawn of the library. Posters will be placed in stores and public buildings. There will be special receptions in May for local doctors and attorneys. Telephone solicitations will begin this spring to focus on donors in the $300 to $900 range. The Friends of Drama will host an event in December and the proceeds will go to the Fundraising Campaign. Solicitors will be reporting their successes on March 29 and April 12. The Stein family discussed with Miss Remmert their intent to donate $30,000 contingent upon naming the new Reference Room in memory of Dorothea Stein. The donations from the general public and the realtors would be added to this amount. Mrs. Spengler has requested that the Meeting Room be named in honor of Dorothy Greene who has contributed $26,000. The Trustees voted unanimously (Kass, Muldoon)

that the Reference Room be named in memory of Mrs. Stein and the Meeting Room in honor of Dorothy Greene. The Trustees' goal of $50,000 has not yet been reached. Only a total of $20,000 has been raised. The special reception for the Friends of the Library will also occur this spring. It was the consensus of the Trustees that this event not be held in April due to the Dallin 50th celebration. It was suggested that the Friends' reception be held on Friday, May 6. Miss Remmert will report back to Mrs. Spengler.

EMPLOYMENT
ANNIVERSARY
DATES

Discussion was carried over from last month regarding doing something special for staff who have worked at the Robbins Library for many years. It was the consensus of the Trustees that the best time for an event would be in January 1989.

The meeting adjourned at 10:10 p.m.

NEXT MEETING: Monday, April 11 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Wednesday, February 3, 1988

The meeting was called to order 7:40 by Chairman Joyce Radochia. Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. John Perry and Pegi Cunningham, Finance Committee Liaisons, were also in attendance.

FINANCE COMMITTEE LIAISONS BUDGET INSPECTION

Mr. Perry and Mrs. Cunningham examined the Library's budget. Mrs. Cunningham questioned why the FY'87 personnel figure was higher than what was appropriated at Town Meeting. Miss Remmert explained that pay raises are added at a later date. Mr. Perry noted that the Library has three less staff than four years ago. He also noted that the increase in the personnel budget is due to Collective Bargaining and therefore totally out of the Library's control. Mr. Perry wanted to know what exactly is included in the line item entitled "Other Services." Miss Remmert reviewed the breakdown of these costs and stated she would send a typed copy to Mr. Perry and Mrs. Cunningham. It was agreed that a better title would be "Contractual Services." Miss Remmert informed Mr. Perry and Mrs. Cunningham that one custodian and position is being cut from the budget. She assumes that this person will be transferred to the School Department. Miss Remmert distributed a comparison of page hourly rates in the 18 towns that make up the Minuteman Library Network. Because 15 towns pay higher page salaries than Arlington and because businesses pay high starting salaries, Miss Remmert has increased the page hourly rate. Mr. Perry agreed with this decison.

MINUTES APPROVED

The minutes of the January 11, 1988 meeting were approved with one correction: under the McGuire Trust the words "setting up" should be deleted.

LIBRARY USE

COMMUNICATIONS: Miss Remmert reported that Manpower Services in Cambridge called to request using the Biography Room to interview applicants. It was decided that, in keeping with the Trustees' policy, the Library should not be used for this purpose.

FOX ROOF REPAIRS

REPORTS: Miss Remmert reported that the Fox Branch roof had been vandalized. Two holes were cut into the roof, causing water to come into the library. The police were notified.

VCR STOLEN FROM FOX

The VCR was stolen from the Fox Branch. While the roofers were repairing the roof, someone apparently entered by means of the service door. The police were notified.

CIRC SYSTEM DOWN

Miss Remmert also reported that the automated circulation system was down for the better part of two weeks. The fault was entirely CLSI's. MLN has not paid their maintenance fee to CLSI for quite some time since CLSI has not met the contract agreement.

LIGHTS NEEDING REPAIR

The lights have been off in the New Books and Paperback areas for three days. There is an electrical short. The town electricians have been called twice, but have not yet been able to come to the library.

MIS-SHELVED BOOKS

The library is again experiencing many books being misshelved by patrons.

CAPITAL PLAN

Miss Remmert distributed the library's portion of the Capital Planning Program for the next five fiscal years.

PATRON IN STAFF-ONLY AREAS.

Miss Remmert reported that a young man had been entering staff-only areas of the library and had stolen lunches from the staff room. The police were called.

FUND-RAISING MEETING

OLD BUSINESS: Mrs. Kass reminded the Trustees of the training session on Monday, February 8. It was suggested that perhaps the meeting could be videotaped.

GIFTS IN MEMORY OF DOT STEIN

Contributions in memory of Dot Stein have been received. Miss Remmert and Mrs. Spengler met with Irving Stein and he has agreed to help raise more money in Mrs. Stein's memory.

TRUST FUNDS VS. STATE AID

Miss Remmert reported that she met with the Town Manager to see if State Aid funds could be used to pay the architectural fees, instead of draining Trust Funds. Miss Remmert explained the Town Manager's concerns. It was the consensus of the Board to not pursue this further.

WARRANT ARTICLE

NEW BUSINESS: Miss Remmert distributed copies of the Warrant Article for Town Meeting which requests an extension to the fund-raising deadline.

EMPLOYMENT ANNIVERSARY DATES

Miss Remmert informed the Trustees that many staff members will be having significant anniversary employment dates during 1988. It was agreed that Miss White will explore appropriate gift ideas.

The meeting adjourned at 10:00 p.m.

NEXT MEETING: Monday, March 14 at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, January 11, 1988

The meeting was called to order at 7:40 p.m. by Chairman Joyce Radochia. Helen Kass, Barbara Muldoon and Philip O'Neill were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Fred Allen represented the Friends of the Library.

The minutes for November 10, 1987 and December 14, 1987 were approved. The minutes for December 8, 1987 were amended under Communications to read..."Mrs. Muldoon stated that the Robbins Art and Print Funds are currently in a Money Market Account and the Investment Advisor thought that perhaps it would be better to put these funds into a longer term account earning higher interest." These minutes were approved as amended.

COMMUNICATIONS:

The Trustees received a note from Miss Remmert to thank them for the floral arrangement they gave her for Christmas.

A note was also received from Mrs. Mallio, Head of Children's Services, to thank the Trustees for their support and encouragement during the past year.

MCGUIRE TRUST — A letter was sent to the Heanue Family regarding the McGuire Trust Fund.

Miss Stromdahl wrote to say she is willing to serve on the Fundraising Committee.

GIFTS RECEIVED — The following gifts were received:

$1,000 for Helen Perry Memorial (for books)
$1,000 from the Russell Colgate Foundation (for Junior Library materials)
$1,000 from Mrs. Roberta Holmer (for slide collection)
$1,000 for the McGuire Trust

COMMUNITY TIME:

FRIENDS REPORT — Mr. Allen reported that the Friends of the Library are hosting David McCord on Sunday, March 6 at the First Parish Church. Tickets are $5.00 and Mr. McCord will autograph his books. Mr. Allen also reported that the Friends' subcommittee will meet with Ms. White on Tuesday, January 19 to determine

expenditures for the library.

REPORTS:

Miss Remmert submitted the Director's December report which was accepted by the Trustees.

FUND-RAISING PROGRESS

Mrs. Kass agreed to obtain a volunteer list from the Fundraising Advisory Committee. These volunteers will help Miss Remmert when the need arises.

Ms. White and Miss Nancy Gentile will meet with Joanne Frederick, Fundraising Treasurer, to set up a data base for donations.

The Library's bookkeeper will be the bookkeeper for the Fundraising Drive.

It was suggested that Laurie McKnight, an Arlington wordprocessing specialist, can be called for secretarial work if the Library's secretary is ill.

OLD BUSINESS:

JAN. 20 FUND-RAISING EVENT

Miss Remmert reported that Mike Leone of Arlington cable has transferred to videocassette the slide show about the library building. This work was narrated by George Remmert. The two watercolors will be framed in time for the January 20 fundraising event. Seven photographs will be enlarged for display. M.L. Carr will autograph copies of his book for all donors giving $500 or more. The case statement, the fundraising flyer, and the wish book will all be ready by Jan. 20. As of tonight a total of $14,525 has been raised ($14,000 of which is from the Trustees; $8,000 of which is in pledges.) The Fundraising Committee is meeting on Wednesday, January 13 with Warren Berg who will train the committee on solicitation procedures.

JOANNE FREDERICK TREASURER FOR FUND-RAISING

A motion was made (Muldoon/Kass) and passed that the Trustees give blanket approval for the payment of all bills related to the library fundraising campaign which have been approved by the Steering Committee to Joanne Frederick, Treasurer of the Steering Committee. Said bills shall not exceed $25,000 in total and this approval shall remain in force until further notice.

LSCA GRANT

Miss Remmert submitted an Intent to Apply Form for LSCA Title II grant monies. Because the total amount of the

grant only amounts to $500,000 it was the consensus of the Trustees that it is not prudent in these circumstances to apply for a small amount of money.

Miss Remmert distributed to all Trustees a copy of the Board of Library Commissioners Library Construction Newsletter.

Miss Remmert reported that she will be speaking to the League of Women Voters on January 12 and 13.

NATIONAL ARTS & HUMANITIES GRANT

Miss Remmert also reported that she intends to apply for a National Art and Humanities grant. The deadline is May 1 and may be filed for preliminary review and comments by March 1. With this grant, for every $3.00 raised locally, $1.00 can be received from the grant.

NEW BUSINESS:

TRUST FUNDS

Mrs. Muldoon reported on Trust Funds. She is looking into interest rates for Money Market Accounts. Mrs. Muldoon will also find out whether the interest income must go back to the same Trust Fund or whether it can be used for the Trustees' general use. This issue will be discussed in further detail at the next Trustees' Meeting.

The meeting adjourned at 9:45 p.m.

NEXT MEETING: Monday, February 8, 1988 at 7:45 p.m. NOTE TIME.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Monday, December 14, 1987

The meeting was called to order 7:25 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass, Barbara Muldoon and Philip O'Neill were present. Maryellen Remmert (Director), Margaret Spengler (Chair, Fundraising Campaign), and John Maher (Town Counsel) attended.

Mrs. Kass briefed the Board on the problems encountered in planning the fundraising campaign. She, Mrs. Spenger, and Miss Remmert expressed concern that the fundraising consultant failed to respond to issues that were specific to Arlington and instead continued to use strategies inappropriate to the local situation. Mrs. Kass, Mrs. Spengler and Miss Remmert also felt that preliminary planning activities were not being conducted quickly enough by the fundraising consultant including the preparation of public relations materials, volunteer solicitation workshops and the scheduling of a meeting with the Campaign Committee. Mrs. Kass, Mrs. Spengler and Miss Remmert agreed that it would be in the best interest of the fundraising campaign to terminate the services of the fundraising consultant.

Considerable discussion occurred on the legal position of the Town and the Board if the contract was terminated.

Town Counsel John Maher advised the Board to terminate the contract with Dwight Lueth Associates effective immediately.

A motion was made (Kass, Castiglioni) that the Board of Trustees terminates Dwight Lueth's contract and authorizes John Maher to act as the Board's representative in any further matters relating thereto, subject to further instruction by the Board. The motion passed with four affirmatives (Castiglioni, Kass, Muldoon, Radochia) and one abstention (O'Neill).

It was agred that Mrs. Kass and Miss Remmert would meet with Dwight Lueth to inform him of the Board's decision and to work out the financial details. The Board agreed that Mr. Lueth could be paid through December.

The Board discussed an overall budget for the fundraising campaign and reviewed the estimated breakdown of expenses prepared by Miss Remmert and Mrs. Spengler. The Board unanimously voted a budget up to $25,000 for the fundraising campaign, to be financed from Trust funds.

The Board requested that a monthly review of the fundraising campaign be included as part of the Director's monthly report.

The meeting adjourned at 9:30 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
December 8, 1987

The meeting was called to order at 7:42 by Chairman Joyce Radochia. David Castiglioni, Helen Kass, Barbara Muldoon and Philip O'Neill were also present. Maryellen Remmert (Director) and Mary White (Assistant) Director were present from the library staff. Fred Allen represented the Friends of the Library.

The minutes of the November 17, 1987 meeting were approved.

COMMUNICATIONS: Mrs. Muldoon reported that she and Mr. Castiglioni met with representatives from the Bank of New England to study the Town's investments with the Bank. Mrs. Muldoon stated that the Robbins Art Print Fund in currently in a Money Market Account and that perhaps it would be better to put these funds into a longer term account earning higher interest. This will be discussed at the January meeting.

COMMUNITY TIME: Fred Allen reported that the Friends of the Library have renewed the two museum passes (Children's Museum and Museum of Science). The Board of Trustees extended its appreciation to the Friends for their generous donation.

REPORTS: After reading and approving the Director's Reports for October and November, the Trustees extended recognition and appreciation to the entire staff for their productivity, especially with the added pressures of building review and fundraising.

Miss Remmert distributed final copies of the Robbins Library 1987 Annual Report of the Director and Board of Trustees.

Ms. White reported on the Dallin Branch 50th Anniversary Celebration. Bill Berkowitz has agreed to be the guest speaker. Letters have been sent to the Dallin granddaughters. The storyteller has been booked for $100. Ms. White is still working on finding a string quartet.

Miss Remmert reported on the FY89 budget and explained that all Town Departments have been told to absorb a 1% cut.

Miss Remmert also reported that we may have trouble this winter with shoveling snow as several of the custodians have physical disabilities. Miss Remmert will write a letter to Mike Wright asking if he has any men who are willing to work overtime.

The Capital Planning Committee has agreed to recommend funding in FY'89 for patron access catalogs ($30,000), a new Gestetner duplicator and scanner ($4,500), and a backup system for circulation ($6,900). However, the Committee did not agree to fund repairs to the front steps since they believe this work can be done if we get the addition to the

building.

Miss Remmert informed the Trustees that the library will apply for two State grants -- one for Collection Development and one for Staff Development. The deadline is December 22.

OLD BUSINESS: Mrs. Kass reported on the fundraising progress. She is sending a letter to all Trustees for the past 30 years to help raise a Trustee goal of $50,000. The stationery design was approved, using a sketch of the building and addition, and this should be back from the printer by the end of this week. John Mirak agreed to be Honorary Chairman. Because the color drawings prepared by Wallace, Floyd Associates are so good, it was decided to postpone purchasing a three-dimensional model. Instead, the color sketches will be framed and some of the photographs will be enlarged and framed. The Bank Five is going to give a reception for 200 people on January 20 from 4:00 to 7:00. The tentative plans were for the reception to be held at the Bank's new headquarters in Burlington, but the Trustees would prefer if it could be held somewhere in Arlington. Mrs. Kass will relay this information to Mrs. Spengler. Both the poster and the case statement will be ready this Thursday (December 10). Mrs. Kass stressed to Mr. Leuth that an overall fundraising budget is essential. Chuck Kraemer of Channel 5 volunteered to do a video on the Robbins Library. Unfortunately, this will not be ready for the Bank Five Reception in January. Miss Remmert is going to see if we can transfer the slide/tape show to video for the reception.

The meeting adjourned at 9:00 p.m.

Next meeting is MONDAY, January 11, 1988 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, November 17, 1987

The meeting was called to order at 6:40 p.m. David Castiglioni, Helen Kass, Barbara Muldoon, Philip O'Neill, Joyce Radochia, Margaret Spengler, Dwight Lueth, Stephanie Murphy and Maryellen Remmert were present.

Dwight Lueth described the concept of a poster with photographs for use in the fundraising campaign. Much discussion occurred concerning the cost and format.

Mr. Lueth also reviewed the various written pieces of the fundraising campaign including pledge cards, case statement with photographs and architectural designs, model and poster.

The Trustees also discussed the possibility of establishing a fundraising goal of $50,000 from former and present Trustees and how to commemorate major gifts.

After much discussion, it was voted:

1) That the Robbins Library Board of Trustees establishes as a goal, $50,000 from present and former Trustees and that the current Board of Trustees takes on a role to solicit these funds.

2) To approve the concept of commemorating major gifts by designating rooms or areas.

3) To explore prices to make a cardboard model with a final vote on the authorization to hire after estimates are received.

The Trustees also concurred that work on the poster should continue as long as it was within the budget as presented and reflected artistic quality.

The meeting adjourned at 9:00 p.m.

nutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

November 10,1987

The meeting was called to order at 7:40 p.m. by Chairman Joyce Radochia. David Castiglione, Philip O'Neill and Barbara Muldoon were also present.. Maryellen Remmert (Director) was present from the Library staff.

The minutes of July 9, August 26, September 10, and September 21 were approved, moved by D. Castiglione and seconded by B. Muldoon. B. Muldoon moved approval of the October 13 minutes, seconded by D. Castiglione and D. Castiglione moved approval of the October 27 minutes seconded by B. Muldoon.

The Director's report will be typed and sent out.

The Trustees extended a warm welcome to new member Philip O'Neill.

Problems at the Library include someone purposely mis-shelving the books and everyone involved in preparing lists of prospective donors for the fund-raising effort.

Dallin Celebration The Friends will do the food and will meet November 30 to get a caterer. A story teller will cost $100 rather than $200 and they will look into hiring a quintet with the extra funds. The celebration will take place on April 10, 1988.

Building Plans Observation shows an average of three deliveries per day are made to Technical Services. A packet has been given to John Maher to look at the design review process for the choice of architect. We should have a contract drawn up. The Manager has approved the site for the addition as shown to him by Dave Wallace and Maryellen Remmert.

Legislation Maryellen briefed the Trustees on the signing ceremony and photo session at the State House. Bette Pinckney received a copy. Informally the Trustees commended Bette for her unparalled efforts on the behalf of libraries in the past few years.

Fund Raising - Photos will be taken of the Director and the statues in the Library. Joe Keefe will do the art work. We expect that Arlington printers and artists will be used. There is design work

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

NOVEMBER 10,1987

The meeting was called to order at 7:30 p.m. by Chairman Joyce Radcliffe. David Castiglione, Philip O'Neill and Barbara Muldoon were also present. Maryellen Kennedy (Director) was present from the Library staff.

The minutes of July 9, August 24, September 10, and September 21 were approved, moved by D. Castiglione and seconded by B. Muldoon. B. Muldoon moved approval of the October 19 minutes, seconded by D. Castiglione and D. Castiglione moved approval of the October 27 minutes seconded by B. Muldoon.

The Director's report will be typed and sent out.

The Trustees extended a warm welcome to new member Philip O'Neill.

Problems at the Library include someone purposely mis-shelving the books and everyone involved in preparing lists of prospective donors for the fund-raising effort.

Gala Celebration The Friends will do the food and will meet November 20 to get a caterer. A story teller will cost $200 rather than $300 and they will look into hiring a quintet with the extra funds. The celebration will take place on April 10, 1988.

Building Plans Observation shows an average of three deliveries per day are made to Technical Services. A packet has been given to John Maher to look at the design review process for the choice of architect. We should have a contract drawn up. The Manager has approved the site for the addition as shown to him by Dave Wallace and Maryellen Kennedy.

Legislation Maryellen hosted the Trustees at the signing ceremony and photo session at the State House. Bette Pinckney received a copy. Informally the Trustees commended Bette for her unmatched efforts on the behalf of libraries in the past few years.

Fund Raising - Photos will be taken of the Director and the statues in the Library. Joe Keefe will do the art work. We expect that Arlington printers and artists will be used. There is design work for a poster, logo, pledge slips and envelopes. The poster will have a sketch from the back and front of the library. The case statement is being worked on. We hope to approach the major donors by the end of the month. Peg Spengler has started and may ask individual trustees to help her. Dwight Lueth got lists from the Union Club, the Social Register, the Dukakis and King donors looking for potential Arlington donors.

The Trustees VOTED to invite Judith Stromdahl, retired director of Robbins Library, to join the Fund Raising Advisory Committee.

The Trustees decided to schedule a separate meeting to a) discuss the sending of a letter from Peg Spengler and Helen Kass to raise $50,000 from present and past trustees as a leading gift for the campaign and b) to set a policy on the naming of rooms for donors and appropriate appreciation of donations.

The next regular Trustees' meeting will be December 8, 1987.

The meeting adjourned at 9:20 p.m.

Respectfully submtted,

Barbara Muldoon

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Tuesday, October 27, 1987

The meeting was called to order at 7:35 by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Arthur Loud represented the Permanent Town Building Committee. Architects David Wallace and Tom Green were also present.

Architects David Wallace and Tom Green presented three sketches of the building (Plans D,E, and F). Estimated costs for the three plans are:

Plan D	$6,700,500
Plan E	$6,675,600
Plan F	$6,726,000

These costs do not include the cost of a new handicapped access ramp. This ramp could cost an additional $50,000 to $100,000.

It was agreed that plans D and F do not meet the needs of the Robbins Library. A motion was made and carried (Kass/Castiglioni) that the Trustees recommend Plan E for acceptance, including a new handicapped ramp. Miss Remmert and Mr. Wallace will meet with the Town Manager on Friday, October 30 to obtain his approval for Plan E.

If Mr. Marquis approves Plan E, Mr. Wallace will then begin two drawings of the building for the fundraising efforts (one from the front of the building and one from the rear). These drawings will be ready in two weeks. Mr. Wallace said that a three-dimensional model of the project would be needed so that people can clearly see the location of the addition in respect to the garden.

The Trustees discussed which town organizations need to be informed of our progress. These may include the Town Permanent Building Committee, Zoning Board of Appeals, Redevelopment Board, Historical Commission and the Historical District Commission. Miss Remmert will talk with John Maher and Alan McClennan to learn what Boards the Trustees must confer with, who is on these Boards, and the proper application procedure for each.

Miss Remmert reported that she had already talked with Mr. McClennan concerning the Historical Commission. He suggested that the Trustees contact the Historical Commission. The Trustees felt that this courtesy would also help us to discover what are the issues and concerns of the various boards.

The meeting adjourned at 10:35 p.m.

Next meeting is Tuesday, November 10 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, October 27, 1987

The meeting was called to order at 7:35 by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Arthur Loud represented the Permanent Town Building Committee. Architects David Wallace and Tom Green were also present.

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Miss Remmert reported that she had already talked with Mr. McClennan concerning the Historical Commission. He suggested that the Trustees contact the Historical Commission. The Trustees felt that this courtesy would also help us to discover what are the issues and concerns of the various boards.

The meeting adjourned at 10:35 p.m.

Next meeting is Tuesday, November 10 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

October 13, 1987

The meeting was called to order at 7:40 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Fred Allen represented the Friends of the Library.

The minutes of September 8, 1987 and September 18, 1987 were approved.

COMMUNICATIONS:

Miss Remmert reported that the Women's Action for Nuclear Disarmament (WAND) donated three books and a poster to the Library in thanks for allowing them to use the Art and Music Room for a meeting.

GIFTS FROM WAND

Miss Remmert also reported that another mother has requested to use the access ramp. Mrs. Radochia will write her a letter.

ACCESS RAMP REQUEST

Representative Havern called Miss Remmert and Mrs. Radochia to inform them that the library construction bill passed the Conference Committee. Mrs. Radochia will write letters to Senator Kraus and Representatives Gibson and Havern to thank them for their strong support for libraries.

LIBRARY BILL

COMMUNITY TIME:

Fred Allen reported that the Friends' Book Sale collected $1,118. The Trustees extended their appreciation to the Friends for all their hard work.

FRIENDS BOOK SALE

REPORTS:

Miss Remmert reported that changes have been made in Technical Services Dept. to speed the processing of materials. The Branches have received their terminals and they will go on-line in January. Toddler books continue to be in constant demand. Videos and unabridged books on cassette are still very popular. The Board of Library Commissioners is having a grant round due the end of October. Miss Remmert may apply for funds. The Capital Planning Committee and the Town Manager have agreed to allocate funds for the Library to purchase a new Gestetner printer and scanner and a back-up Circ system for when the mainframe is down. The Town Manager has agreed to support the costs for the Patron Access Catalogs, but this has not yet been approved by the Captial Planning Committee.

SEPT. MONTHLY REPORT

OLD BUSINESS:

FUND-RAISING PLANS

Mrs. Kass reported that a contract has been signed with Dwight Lueth and that Mr. Lueth has been here three times since then. He has requested that David Wallace take no more than four weeks to complete the drawings and that he also prepare two sketches of the building, one from the front and one from the garden. A photographer has been hired to take photographs of the building for a brochure Mr. Lueth is preparing. Mrs. Kass will discuss with Mr. Lueth and Mrs. Spengler Trust Fund expenditures. Miss Remmert is meeting with both of them on Wednesday, October 14. Mrs. Kass reported that afternoons are not good times for her to meet and that an evening meeting is better.

BUILDING PROGRAM REVISIONS

Miss Remmert reported that she and Mary White met with the architects last week to give them building program revisions. Mr. Wallace should be able to give Miss Remmert some preliminary drawings soon. Miss Remmert reviewed with the Trustees the memo given to Mr. Wallace.

RESTRICTED TRUST FUND ALLICATIONS

Mrs. Muldoon reported on Restricted Trust Funds. A motion was made by Mrs. Muldoon, seconded by Mrs. Kass, that the following amounts be allocated for FY'88:

Children's Books Fund	$1,500
Fay (Books)	275 plus carryover
Gruber (Books-Dallin)	400
Hadley (Books-Biogs.)	200 plus carryover
Hodgdon (Books)	200 plus carryover

The motion was carried.

DALLIN'S 50TH ANNIV. CELEBRATION

Ms. White reported on the committee ideas for the Dallin 50th Anniversary Celebration. A consensus was reached that the celebration should be held in April, assuming there is no conflict with other fundraising activities. If so, then the event can be held in March. A motion was made by Mrs. Muldoon, seconded by Mr. Castiglioni, that $500 of unallocated trust funds be used for the Dallin 50th Anniversary Celebration. The motion was carried.

PUBLIC LIBRARY ASSOC.

Miss Remmert reported on the Public Library Association conference to be held in Pittsburgh in April. Mrs. Muldoon reported that there appears to be

sufficient trust funds to permit four staff members to attend, provided that funds from adult and young adult programs are transferred to staff development. The Trustees agreed to fund the hotel, transportation, and registration fees for four staff members. CONFERENCE

NEW BUSINESS:

A motion was made by Mrs. Kass, seconded by Mrs. Muldoon, that the Library close on Saturday, December 26. The motion was carried. HOLIDAY SCHEDULE

A motion was made by Mr. Castiglioni, seconded by Mrs. Kass, that the Library close on Saturday, January 2. The motion did not carry.

The meeting adjourned at 10:20 p.m.

NEXT MEETING: Tuesday, November 10, 1987 at 7:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, September 21, 1987

The meeting was called to order at 7:40 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass, and Barbara Muldoon were also present. Maryellen Remmert was present from the library staff.

Discussion centered around the proposal submitted by Dwight Lueth for his services as fundraising consultant. Barbara Muldoon reviewed the money available in unrestricted trust funds from accumulated income.

The trustees discussed what reductions in programs and services might result if the accumulated income was used to fund the fees for the architect, building consultant, and fundraising campaign.

The possibility of town or CDBG funding for the architectural fees was raised. Miss Remmert stated that she did not think that any town or CDBG money was available. The Trustees decided that Joyce Radochia should request a meeting with the Town Manager to review the fundraising project, whether any funds other than library trust funds were available for architectural fees and the potential reductions in programs and services if accumulated trust fund income was used.

It was moved (Kass, Muldoon) that the contract submitted by Dwight Lueth be signed conditional upon approval by the Town Counsel. The motion passed unanimously.

The meeting adjourned at 10:30 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

September 18, 1987

The meeting was called to order at 7:40 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass, and Barbara Muldoon were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Arthur Loud (Chairman, Permanent Town Building Committee), Aaron Cohen (Building Consultant) and David Wallace (Architect) were also in attendance.

Mr. Cohen stated that the building program prepared by Miss Remmert was well done. However, the current expansion plan falls short of the total square footage needed to fulfill the building program requirements. The new added space provides only 12,000 to 14,000 square feet and much of the space in the current building is "non-useable" space. Mr. Cohen therefore suggested that as much new space as possible should be built since we have only the one chance to build an addition. In the future, additional funds could be found to fix parts of the old building.

The state building consultant also read the building program and informed Miss Remmert this it seemed to meet minimum requirements. The building plan calls for 52,300 square feet (gross) while the schematics provide 39,000 square feet (gross). Clearly more space is needed. Mr. Cohen suggested that seven feet be added to the rear of the addition which would provide a total of approximately 2,400 square feet for the four floors.

David Wallace arrived at 8:30. Mr. Wallace said that he met with Miss Remmert and Mr. Cohen during the day. Many ideas were discussed including spending less money on renovating the basement and attic and using that money saved to make the addition larger. ($1.1 million is estimated for the basement and attic work. This could be reduced by 50%, leaving $525,000 for a larger addition. $525,000 divided by $200 per s.f. equals 2625 additional square feet.)

Much discussion centered around moving various functions to different areas of the building.

Mr. Wallace said it would cost approximately $12,000 for him to do schematics, including furniture layouts. These will take six weeks to complete. The schematics are needed for the fund-raising campaign this fall. Mr. Wallace said that he will draw up two or three alternative plans.

Miss Remmert recommended that Aaron Cohen be retained to test the alternative plans to assure they meet the building program for funcational adjacencies and square footage allocations of space.

Mr. Cohen estimated his fee at $4,000.

Mrs. Muldoon suggested the Trustees talk with the Town Manager to see if there are any town funds, including Community Development Block Grants, to help with these new costs. It was agreed that revised plans of similar scope to the current plans should be sufficient for a state grant round and for the fundraising campaign.

The meeting adjourned at 10:40 p.m.

The Trustees will meet on Monday, September 21, 1987 at 7:30 to discuss funding of the revised plans.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Thursday, September 10, 1987

The meeting was called to order at 7:30 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert was present from the library staff. Dwight Lueth also attended.

Dwight Lueth reviewed the consulting services he would provide as fundraiser for the building project.

The Trustees discussed with him the timetable for the campaign, administrative costs, case statement and his fee. Mr. Lueth left the meeting at 9:15 p.m.

After discussion it was moved (Castiglioni, Kass) that the Board of Trustees request a contract proposal from Dwight Lueth for $20,000 for the first phase of the capital campaign, contingent upon verification of references. The motion passed unanimously.

The meeting adjourned at 9:45 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, September 8, 1987

The meeting was called to order at 7:00 p.m. by Chairman Joyce Radochia. Barbara Muldoon, Helen Kass and David Castiglioni were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the library staff. Nick Minton represented the Friends of the Robbins Library.

The minutes from August 4, 1987 were approved.

FRIENDS' AWARD

COMMUNICATIONS: Miss Remmert showed the plaque awarded to the Friends of the Robbins Library from Arlington Cable for the Friends' outstanding achievement with the Read-a-thon. Miss Remmert gave the plaque to Nick Minton, President of the Friends.

BOOK SALE

COMMUNITY TIME: Nick Minton mentioned that the library has a video of the Read-a-thon. Nick also mentioned that the annual book sale will be Saturday, September 26. An article was published in the Advocate announcing this event.

REPORTS: Miss Remmert presented the July and August Director's reports.

BUILDING PLANS

Miss Remmert met with architect David Wallace to review the building plans. Mr. Wallace is sending Miss Remmert the updated figures that he used for his specifications.

BUILDING SCHEMATICS

Mrs. Spengler also met with Miss Remmert and Mr. Wallace about the building plan schematics which are needed by November 1 in order to do fund raising. Therefore, Aaron Cohen, building consultant, will return on September 18 and 19 (Friday and Saturday) so that Mr. Wallace can immediately start on the schematics.

TRUSTEE CANDIDATES

Miss Remmert reported that the Town Manager is interviewing Trustee candidates this week. She will talk with Mr. Marquis about the Trustees' recommendations.

FY'88 GOALS & OBJECTIVES

Miss Remmert briefly discussed the FY'88 Goals and Objectives. Because all positions have been affected by automation, all job descriptions will be updated.

FUNDRAISING CANDIDATES

OLD BUSINESS: There will be a fundraising meeting Thursday, September 10 at 7:30 p.m. Mrs. Kass reported that she informed Michael Sirota that another candidate has been selected. Mrs. Kass also reported that she met with the fundraising staff at Wheelock College who said Dwight Lueth's reputation is very good, his fee was reasonable and that his proposal seemed to be reasonable and realistic. Mrs. Kass therefore asked all Trustees to review Mr. Lueth's proposal before Thursday.

FURNITURE PRICES

Architect David Wallace did price tags for furniture to be used for fundraising. However, since the newer building program has a more correct listing of furnishings, Mr. Wallace suggested that the library produce an updated price list of furniture.

Miss Remmert reported that work has begun on the FY'89 budget. The Town Manager has said that the total budget should only reflect an increase of 4% of the personnel budget - no other increases will be permitted. Miss Remmert therefore gave the Trustees some budget drafts for their study and review. The Trustees decided that the budget to be submitted on October 1 is that of the Library Director only. The Trustees may introduce an alternate budget at a later date.

FY'89
BUDGET

NEW BUSINESS: Mrs. Muldoon will review the Truste Fund accounts and will give a detailed report in October.

A motion was made (Kass/Castiglioni) and passed that $500 for Dallin art prints and $1500 for Main Library art prints be taken from the Ida Robbins Print Fund.

ART PRINT
PURCHASES

Miss Remmert gave the Trustees a copy of the Library's current Role Statement. This was approved by the Board.

Miss Remmert received permission from the Trustees to suggest to the Arlington Arts Council that it not require that applicants for arts lottery funding receive prior permission from the library to exhibit works. Miss Remmert would prefer that the Arlington Arts Council, not the individual artists , contact the library concerning any applications it is considering for funding. The Trustees concurred.

ARLINGTON
ARTS COUNCIL

A motion was made (Castiglioni/Kass) and passed that the First Quarter Evaluation Review by the Trustees be postponed until the October meeting.

Miss Remmert clarified with the Trustees that minutes from Trustees meetings should not be distributed until they have been verified and approved by the Trustees.

Miss Remmert reminded the Trustees that MLA Legislative Day is October 7.

MLA
LEGISLATIVE
DAY

The meeting adjourned at 9:36 p.m.

NEXT MEETING: TUESDAY, OCTOBER 13, 7:30 P.M.

Minutes submitted by Mary H. White.

MNIUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Wednesday, August 26, 1987

The meeting was called to order at 7:05 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert attended from the library staff.

Miss Remmert discussed with the Trustees the site visit done by the building consultant, Aaron Cohen and presented a general summary of the building program. Miss Remmert stated that Mr. Cohen had reservations that the existing schematic plans would provide sufficient space to meet the requirements of the building program. He also felt that the location of public services, staff offices and collections would be difficult to determine without evaluating several alternatives. He recommended that a computer assisted design approach be utilized.

It was decided that Mr. Cohen should meet with architect David Wallace during a second site visit to review the building program and discuss alternative design approaches for the revised schematics.

The meeting adjourned at 10:00 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, August 4, 1987

The meeting was called to order at 6:20 by Chairman Joyce Radochia. Barbara Muldoon and Helen Kass were also present . Absent from the meeting was David Castiglioni. Maryellen Remmert (Director) and Mary White (Assistant Directory) were present from the library staff. Nick Minton represented the Friends of the Robbins Library.

The minutes of the July 15, 1987 meeting were approved.

COMMUNICATIONS:

Miss Remmert and Mrs. Radochia received letters from Representative Mary Jane Gibson informing them that she worked hard to pass a state budget favorable to libraries.

ACCESS RAMP

The Trustees received a letter from Meleanie Phipps-Morgan asking them to allow parents with baby strollers to have access cards for the handicapped ramp. After a lengthy discussion, it was decided that Mrs. Radochia will write to Ms. Phipps-Morgan and explain the policy. The Trustees have agreed to add this issue to their FY'88 Goals and Objectives.

FUTURE OF BRANCHES

Miss Remmert and Mrs. Radochia reported that they had received calls from the Advocate regarding the closing of the Branches. They both responded that it is hoped the Branches will remain open, but that the final decision rests with the Town Manager.

TRUST FUNDS

Mrs. Muldoon reported that the Trust Funds are now receiving a lower rate of interest (5.8%). Therefore, we are earning approximately $1,000 less than originally planned ($10,900). In addition, Bank of New England has greatly increased their management fee.

COMMUNITY TIME:

FRIENDS

Nick Minton reported that the Friends of the Library is meeting this evening at 7:30 p.m. Plans are progressing for the Book Sale on Town Day.

REPORTS:

LIBRARY CONSTRUCTION BILL

Miss Remmert reported that she and Maureen Killoran from the Board of Library Commissioners met with Mary Jane Gibson about the Library Construction Bill. Mrs. Gibson suggested that Massachusetts Library Association write to the Senate and House and suggest a solution to the current deadlock.

CAPITAL BUDGET REQUESTS

Miss Remmert distributed a listing of Capital Budget Requests for the next four years. These requests were submitted to the Capital Planning Committee.

ASBESTOS REMOVAL

Miss Remmert reported that the asbestos prevention work is now taking place.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, August 4, 1987

The meeting was called to order at [illegible] by Chairman [illegible]. Trustees [illegible] and [illegible] were also present. Absent from the meeting was [illegible]. [illegible] (Director) and Mary [illegible] (Assistant Director) were present from the library staff. [illegible] represented the Friends of the [illegible] Library.

The minutes of the July [illegible], 1987 meeting were approved.

COMMUNICATIONS:

Miss Bennett and Mrs. [illegible] received letters from Representative [illegible] that she worked hard to pass a state budget [illegible] to libraries.

The Trustees received a letter from [illegible] asking them to allow persons [illegible] to have [illegible] cards for the [illegible]. After a lengthy discussion, it was decided that [illegible] will write to Mr. [illegible] and explain the policy. The Trustees have agreed to add this issue to their FY'88 goals and objectives.

Miss Bennett and Mrs. [illegible] reported that they had received calls from the [illegible] regarding the closing of the [illegible]. They were informed that it is hoped the [illegible] will remain open, but that the [illegible] with the [illegible].

Mrs. [illegible] reported that the Trust Funds are now receiving a [illegible] rate of interest [illegible]. Therefore, we are earning approximately [illegible]. In addition, [illegible] increased their [illegible].

[illegible]:

[illegible] reported that the Friends of the Library [illegible] at [illegible] p.m. Plans are progressing for the Book Sale on [illegible] Day.

[illegible]:

Miss Bennett reported that she and [illegible] from the Board of [illegible] about the [illegible]. [illegible] suggested that Massachusetts Library Association [illegible] and suggest a solution to [illegible].

Miss Bennett distributed a listing of Capital Budget Requests for the next five years. These requests were submitted to the Capital Planning Committee.

Miss Bennett reported that the [illegible] work is [illegible] place.

OLD BUSINESS:

TRUSTEE CALENDAR

The Trustees approved their Calendar, with one addition: For the month of May the wording should be: ...staff requests for funding special projects with income from trust funds (both restricted and unrestricted) for fiscal year beginning July 1.

TRUSTEE GOALS & OBJECTIVES

The Trustees approved their Goals and Objectives, with one addition: Under Community Needs, add: c. Improve access for patrons with young children.

FUNDRAISING CONSULTANT

Mrs. Kass reported on the fundraising progess. The Fundraising Sub-Committee and Ms. Spengler met with Dwight Lueth to give him more information so that he can prepare his proposal. The Trustees should receive this proposal in the next two weeks. A decision will be made by the end of August on the fundraising consultant.

TOWN DAY

A motion was made by Mrs. Muldoon, seconded by Mrs. Kass that the Library be closed on Town Day, Saturday, September 26 and that Miss Remmert be permitted to hire a policeman. This motion passed unanimously.
Miss Remmert reported that there will be one children's activity in the Junior Library on Town Day and that the Friends of the Library will have access to the building for their booksale work.

DALLIN'S 50TH ANNIVERSARY

A motion was made by Mrs. Kass, seconded by Mrs. Muldoon, that Dallin's 50th anniversary be marked by a celebration for the community and that a committee be set up with library staff and community members. This motion passed unanimously. The Trustees requested that this committee report back to them with ideas and proposed budget.

BUILDING CONSULTANT

Miss Remmert distributed the contract for Aaron Cohen which was signed by the Trustees. Mr. Cohen will be at the Robbins Library on August 10 and 11.

NEW BUSINESS:

TRUSTEE APPOINTMENT

More names for the Trustee appointment were discussed.

The meeting adjourned at 8:30 p.m.

Next meeting is Tuesday, September 8 at 7:00 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Wednesday, July 15, 1987

The meeting was called to order at 6:20 p.m. by Chairman Joyce Radochia. Helen Kass, Barbara Muldoon and David Castiglioni were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff.

The minutes of the June 23, 1987 meeting were approved, with one correction: Barbara Muldoon was not present at that meeting.

COMMUNICATIONS:

Mrs. Radochia reported that she received a letter from the Brookline Public Library Trustees requesting information about the structure of our Board.

REPORTS:

Miss Remmert reported that the Town Manger's office informed her that the Board of Selectmen received a letter of resignation from Charles Fagone. His resignation was effective July 1.

Miss Remmert gave a brief oral report on the ALA conference. A written reoport will follow.

OLD BUSINESS:

The Trustees revised their calendar of scheduled meetings and their annual goals and objectives. GOALS & OBJECTIVES

Mrs. Kass reported that the Trustees, Peg Spengler and Mary White met with the two final fundraising consultant candidates on July 23. FUNDRAISING CONSULTANTS

The election of officers was held. Mrs. Radochia will continue as Chair and Mr. Castiglioni will be Vice-Chair. Mrs. Kass will continue her work as Chair of the Fundraising Subcommittee and Mrs. Muldoon will continue to manage the trust funds. ELECTION OF OFFICERS

The Trustees examined the many requests for use of unrestricted trust fund money. Mrs. Muldoon reported that there is approxiamtely $10,000 to $11,000 to be spent. A motion was made (Muldoon/Castiglioni) to approve a preliminary trust fund budget of $8,400 and hold $1,875 for future consideration. This motion was passed unanimously. A final copy of expenditures is attached. TRUST FUND EXPENDITURES

Miss Remmert gave the Trustees a copy of Aaron Cohen's contract prepared by John Maher. The Trustees and Miss Remmert believed there was some ambiguity in the contract. Miss Remmert will ask Mr. Maher to refine it and she will then send the re-drafted copies to the Trustees. Miss Remmert reported that a date for Mr. Cohen's visit has not yet been set. Miss Remmert needs to compile some information before the meeting with Mr. Cohen. BUILDING CONSULTANT CONTRACT

The Trustees discussed names of people who might be willing to serve on the Board. No final list was created, but it was agreed that Trustees would give Miss Remmert their suggestions by early next week (week of July 20). TRUSTEE VACANCY

The next meeting will be on Tuesday, August 4 at 6:15 p.m. NOTE TIME CHANGE.

The meeting adjourned at 10:20 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Wednesday, July 15, 1987

The meeting was called to order at 5:30 p.m. by Chairman Joyce Radochia. Helen Kass, Barbara Holdorn and David Castiglioni were also present. Margaretan Bennett (Director) and Mary White (Assistant Director) were present from the Library staff.

The minutes of the June 17, 1987 meeting were approved, with one correction: Barbara Holdorn was not present at that meeting.

COMMUNICATIONS-
Mrs. Radochia reported that she received a letter from the Wyomissing Public Library Trustees requesting information about the structure of our Board.

REPORTS-
Miss Bennett reported that the Town Manager's office informed her that the Board of Selectmen received a letter of resignation from Charles Fugere. His resignation was effective July 1.

Miss Bennett gave a brief oral report on the ALA conference. A written report will follow.

OLD BUSINESS-

GOALS & OBJECTIVES

The Trustees revised their calendar of scheduled meetings and their annual goals and objectives.

FUNDRAISING CONSULTANT

Mrs. Kass reported that the Trustees, Tom Sponsler and Mary White met with the two final Fundraising consultant candidates on July 22.

ELECTION OF OFFICERS

The election of officers was held. Mrs. Radochia will continue as Chair and Mr. Castiglioni will be Vice-Chair. Mrs. Kass will continue her work as Chair of the Renovation Subcommittee and Mrs. Holdorn will continue to manage the trust funds.

TRUST FUND EXPENDITURES

The Trustees examined the many requests for use of unrestricted trust fund money. Mrs. Holdorn reported that there is approximately $10,000 to $11,000 to be spent. A motion was made (Holdorn/Castiglioni) to approve a preliminary trust fund budget of $8,400 and hold $1,975 for future consideration. This motion was passed unanimously. A final copy of expenditures is attached.

BUILDING CONSULTANT CONTRACT

Miss Bennett gave the Trustees a copy of Aaron Cohen's contract prepared by John Maher. The Trustees and Miss Bennett believed there was some ambiguity in the contract. Miss Bennett will ask Mr. Maher to refine it and she will then send the re-drafted copies to the Trustees. Miss Bennett reported that a date for Mr. Cohen's visit has not yet been set. Miss Bennett needs to compile some information before the meeting with Mr. Cohen.

TRUSTEE VACANCY

The Trustees discussed names of people who might be willing to serve on the Board. No final list was created, but it was agreed that Trustees would give Miss Bennett their suggestions by early next week (week of July 20).

The next meeting will be on Tuesday, August 4 at 5:15 p.m. NOTE TIME CHANGE.

The meeting adjourned at 10:15 p.m.

Minutes submitted by Mary E. White.

PLANNING:

Aaron Cohen will do a two-day site visit for the building program. The preliminary draft of the building program will be written.

Staff will continue efforts to become familiar with the IBM-AT.

Branch staff will perform bibliographic data entry and be trained on patron registration.

The Junior Library will complete work on the Summer Reading Club.

Librarians at Main, Junior Library and Branches will weed the collections to allow space for new books.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Director

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
July 9, 1987

The meeting was called to order at 7:40 p.m. by Vice Chairman Helen Kass. David Castiglioni and Barbara Muldoon were also present. Mary White was present from the Robbins Library staff. Margaret Spengler also attended the meeting.

The Trustees interviewed the two finalists for the position as Fundraising Consultant for the Robbins Library, Dwight Lueth and Michael Sirota. After the two interviews it was determined that proposals would be needed from both candidates.

The meeting adjourned at 10:30 p.m.

Next meeting will be determined soon. It will be either July 14 after 6:00 (first choice) or July 24 at 10:00 (second choice). Mrs. Kass will talk with Miss Remmert to see which date is best for her.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Tuesday, June 23, 1987

The meeting was called to order at 7:10 p.m. by Chairman Joyce Radochia. Helen Kass and David Castiglioni were also present. Absent from the meeting were Barbara Muldoon and Charles Fagone. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff. Nick Minton represented the Friends of the Library.

The minutes of the June 3, 1987 meeting were approved, with these corrections: Under Fundraising, line 7 should read: Joanne Frederick (Treasurer), and Kay Jorgenson.

COMMUNICATIONS:

MLA PUBLIC RELATIONS AWARDS

The Trustees received a letter from Jeff Katz, member of MLA Public Relations Committee to announce the two awards the Robbins Library received. The Board commended the Robbins Library staff for their hard work.

COMMUNITY TIME:

FRIENDS' BOARD

Nick Minton reported that the Friends elected their new Board, and Nick has again been voted in as President. The next meeting is Tuesday, July 7.

REPORTS:

Miss Remmert gave the Trustees copies of the May report.

LIBRARY BILL

Miss Remmert reported that the Library Bill came out of the House Ways and Means today. Some changes have been made, including deleting the $5 million for innovative grants programs, reducing the monies to Boston Public Library as the library of last recourse, and no funding for non-resident reimbursements.

BUDGET MEETING WITH SELECTMEN

Miss Remmert also reported on her meeting last night with the Selectmen to discuss the FY'88 and '89 Budgets in comparison to FY'81 Budget. Miss Remmert outlined library cuts since 1981, discussed the services the Library provides, inadequate page salaries, etc.

BUILDING CONSULTANT

Miss Remmert drafted a letter to Aaron Cohen retaining him as building consultant. He is willing to start soon. Miss Remmert is bringing information to ALA in San Francisco and will meet with him there. The Town Counsel is drawing up the contract. Aaron Cohen will probably come July 20 and 21.

FOX ROOF

Miss Remmert reported that the lowest bidder on the Fox roof job claims he did not include the entire roof in his bid. The Town Counsel is checking the bid documents.

NEW BUSINESS:

FY'88 GOALS & OBJECTIVES

The Board reviewed the FY'88 Management Goals and Objectives. These were approved unanimously and the Board commended Miss Remmert for

meeting her FY'87 Goals and Objectives.

FUNDRAISING

Mrs. Margaret Spengler attended the portion of the meeting devoted to Fundraising. The Trustees discussed interviewing the two final candidates for Fundraising Consultant (Mike Sirota and Dwight Leuth). Both finalists will come for second interviews on Thursday, July 9. Office space for fundraising work is available at the Fox Library. It may be possible for Susan Erikson to train volunteers.

The next meetings will be on Thursday, July 9, 1987 at 7:30 p.m. and Wednesday, July 15 at 6:00 p.m.

The meeting adjourned at 10:30 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Wednesday, June 3, 1987

The meeting was called to order at 7:50 p.m. by Chairman Joyce Radochia. Helen Kass, Barbara Muldoon and David Castiglioni were also present. Absent from the meeting was Charles Fagone. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff. Susan Chase represented the Friends of the Library.

The minutes of the May 6, 1987 meeting were approved.

COMMUNITY TIME:

The Friends of the Library Annual Meeting will be on Tuesday, June 16. Miss Remmert will be showing the slide show about the Robbins Library.

FRIENDS' ANNUAL MEETING

REPORTS:

Miss Remmert reported that work has begun on repairing the Fox roof. A two-week CD-ROM project, sponsored by the Board of Library Commissioners, will be domonstrated here from June 8 through June 19. Patrons will be asked for their opinion. Quotes are being obtained for the asbestos patching that needs to be done. Miss Remmert has spoken with Aaron Cohen, the building consultant, and they will select a date for his visit in the near future.

FOX ROOF

CD-ROM

BUILDING CONSULTANT COMING SOON

Mrs. Muldoon made a motion, seconded by Mrs. Kass, that the Trustees authorize the Chairman or Vice-Chairman to sign the contract with Aaron Cohen when we receive it. This motion passed unanimously.

Mrs. Muldoon distributed detailed Trust Fund expenditures.

TRUST FUNDS

OLD BUSINESS:

Mrs. Kass reported on Fund Raising activities. She is confirming in writing the appointment of the Chairperson. Mrs. Radochia has written to the Selectmen to recruit Fund Raising Committee members. People who have agreed to be on the Advisory Committee are: Bette Pinckney, Robert Havern, Nick Minton, Richard Kraus, MaryJane Gibson, and Janet Pavaliska. People who have agreed to be on the Executive Committee: Joanne Frederick and Kay Jorgenson. The Committee will meet once the Chairperson is appointed.

FUND RAISING

The Trustees reviewed the Director's FY'89 Personnel Budget Projections as developed under the guidelines established by the Town Manager.

FY'89

The next meeting will be on Tuesday, June 23, 1987 at 7:00 p.m. NOTE TIME CHANGE.

The meeting adjourned at 10:00 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Wednesday, May 6, 1987

The meeting was called to order at 7:50 p.m. by Chairman Joyce Radochia. Helen Kass and Barbara Muldoon were also present. Absent from the meeting was David Castiglioni and Charles Fagone. Maryellen Remmert (Director) was present from the Library staff. Rusty Bobrow represented the Friends of the Library.

The minutes of April 7 were approved as submitted.

REPORTS:

The House Ways and Means Committee has recommended a FY'88 budget for the Board of Library Commissioners that is $136,000 less than was requested. The House budget also eliminated the $5 million competitive grant program initiated in FY'87, reduced the funding of Boston Public Library as library of last recourse to the FY'85 level, recommended no increase in state aid for Regional Public Library Service and reduced by 50% funding for the Talking Book Library at Worcester. The Trustees agreed that Ms. Remmert should write on behalf of the Trustees to urge our legislators to restore these cuts.

OLD BUSINESS:

Ms. Remmert reported that she discussed the question of a ballot override on the library bond issue with John Maher, the Town Counsel. Her understanding is that since the vote of Town Meeting was to finance the bond issue through regular town funds, the project can move ahead even if a ballot referendum to override Proposition 2½ fails.

The fundraising campaign leadership committee structure and use of a consultant was discussed by Helen Kass. The Board will interview fundraising consultant finalists in mid-June. It is expected that the Advisory Committee, and Campaign Committee will be in place by then.

Ms. Remmert was authorized to contact Aaron Cohen to assist her with the building program statement as soon as it was feasible schedule-wise.

NEW BUSINESS:

The Trustees reviewed the FY'88 Services Cost Breakdown and the FY'89 Projected Budget as prepared by Ms. Remmert. She will meet soon with the Town Manager to discuss these before a meeting with the Selectmen is scheduled.

The next meeting will be Wednesday, June 3 at 7:45 p.m.

The meeting adjourned at 10:15 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, April 7, 1987

The meeting was called to order at 8:08 p.m. by Chairman, Joyce Radochia. Helen Kass, Barbara Muldoon, and David Castiglioni were also present. Absent the meeting was Charles Fagone. Maryellen Remmert, (Director) and Mary White, (Assistant Director) were present from the Library staff. Rusty Bobrow represented the Friends of the Library. The meeting minutes dated March 10, 1987 were approved with one correction: The meeting was called to order at 7:55, not 8:55 as the minutes originally stated. The meeting minutes dated March 17, 1987 were approved with one correction: In the last paragraph, the total library budget should read $897,311, not $879,311 as originally stated in the minutes.

COMMUNICATION:

Miss Remmert reported that she received a letter from the Public Library Association requesting support for their work on the PLA Library Development Program. Miss Remmert stated that she intends to use PLA's newest documents on planning and output measures. A motion was made by Mrs. Kass, seconded by Mrs. Muldoon, that the Trustees donate $100 from Library Trust Funds to the PLA Library Development Program. This motion passed unanimously.

COMMUNITY TIME:

FRIENDS' EVENTS

Mr. Bobrow reported that the Friends' Evening with Ben Franklin on Friday, April 3rd was a success, with approximately 200 people attending. A full membership meeting of the Friends will take place on Thursday, April 9 so that new by-laws can be presented. The Trustees extended their thanks to the Friends of the Library for their efforts in supporting the Library budget.

REPORTS:

The Director's report was approved.

OLD BUSINESS:

STATE AID ALLOCATIONS

Miss Remmert distributed copies of the cherry sheets from Fiscal 1986, Fiscal 1987, Fiscal 1987 revisions, and Fiscal 1988 in order to clarify any misconceptions about State Aid received by the Robbins Library. As previously determined, these funds will be used to repair the Fox roof, purchase an IBM-AT, and automate the two branch libraries. It was decided that the Fox roof should be fixed as soon as the bids come in, and that the computer should be purchased immediately. It was also decided to delay automating the branches until FY'88 state aid

is assured but to at least reserve the required port space. If we do not reserve this port space now, we could lose it. If it becomes clear that the branches should not be automated, the extra ports can be used at the Robbins Library.

The Trustees will meet with the Finance Committee about Warrant Article 51 on Monday, April 13, at 7:30 p.m.

BUILDING PROJECT PRESENTATION AT TOWN MEETING

Warrant Article 51 will be presented at Town Meeting on Wednesday, April 15. The slide show will be shown first by Miss Remmert. Mrs. Radochia will then give a short speech; next Mr. Loud, Chairman of the Permanent Building Committee, will give a brief history of the project. Architect David Wallace will be present to answer any questions.

NEW BUSINESS:

SELECTMEN TO MEET RE: FY'89 BUDGET

Miss Remmert reported that the Selectmen plan to meet with all Town Departments in May and June to review possible budget cuts for FY'89.

SUMMER SATURDAY CLOSINGS

A motion was made by Mrs. Kass, seconded by Mrs. Muldoon, that the Library remain open on Saturdays through the month of May and begin the summer Saturday closings effective June 6. The Library will re-open on Saturdays the weekend after Labor Day, September 12. This motion passed unanimously.

The meeting adjourned at 10:10 p.m.

Next meeting is Wednesday, May 6, at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, March 17, 1987

The meeting was called to order at 7:15 by Vice-Chairman Helen Kass. Barbara Muldoon, David Castiglioni, and Joyce Radochia also attended the meeting. Maryellen Remmert (Director), Mary White (Assistant Director), and Page Lindsay were present from the Library staff. Nick Minton represented the Friends of the Robbins Library. Absent from the meeting was Charles Fagone.

Miss Remmert reported on the Finance Committee library budget recommendation. Finance Committee Chair O'Neill has agreed to increase the Committee's recommendation to $853,792 in order for the Library to meet State Aid requirements. The breakdown is $630,963 for personnel and $222,829 for expenses.

Much discussion centered on the benefits of the two branch libraries and why closing them should be avoided. The Trustees then looked again at the budget to determine if any other cuts could be made. It was finally agreed that the Trustees would prefer to see the Library budget for FY'88 be $897,311, an increase of $43,519 over the Finance Committee recommendation. It was therefore determined that a substitute motion be presented at Town Meeting.

The meeting adjourned at 10:05 p.m.

Next meeting will be Tuesday, April 7 at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
Tuesday, March 10, 1987

The meeting was called to order at 7:55 p.m. by Vice-Chairman Helen Kass. Barbara Muldoon, David Castiglioni and Joyce Radochia were also present. Absent from the meeting was Charles Fagone. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Library staff. Nick Minton represented the Friends of the Library. The meeting minutes dated February 9, February 10, and February 17 were approved.

COMMUNICATIONS:

Mrs. Kass received a letter from fundraiser Michael Sirota to inform the Trustees that he is still interested in the fundraising position.

COMMUNITY TIME:

FRIENDS' PROGRAMS AND GIFTS

Mr. Minton reported that the Friends have offered two of their three special programs this winter and that both programs were well received. Brown Bag Lunches continue to be popular, with over 60 people attending today's event at the Fox Library. The Friends have just appropriated $2,373 for library materials including the Encyclopedia of Science and Technology ($1162) and a sound filmstrip projector ($460).

REPORTS:

FY'88 BUDGET

Miss Remmert reported that the Town Manager's office has informed her that the Town Manager will recommend to Town Meeting a funding level to keep the branches open. The Manager is recommending a budget of $898,909. The Finance Committee is suggesting a budget of $851,870, which is $1,999 less than state aid requirements.

The Trustees gave Miss Remmert permission to contact Wallace, Floyd Associates to obtain figures on the heating/cooling of the new building.

OLD BUSINESS:

BRANCH REPAIRS & IMPROVEMENTS

Due to the uncertainty of the FY'88 budget and keeping the branches open, it was decided to wait on roof repairs for the Fox Library and to wait on the automation of the two branches. It was agreed that repairs be made from the FY'87 budget to paint and panel the Dallin basement so that the Parent-Toddler sessions can start. These funds would only be spent if the Town Manager supports keeping the branches open.

HIRING A CONSULTANT FOR BUILDING PROGRAM STATEMENT

Mrs. Muldoon reported that only one-half of the funds have been spent from the various Trust Funds ($5400). Discussion centered on whether it is therefore possible to pay a consultant to do the Building Program Statement. A motion was made by Mrs. Muldoon, seconded by Mrs. Kass:

> The Trustees enter into a contract with Aaron Cohen Associates for a Phase I needs assessment and review of the in-house building program with the architect and Trustees for a maximum of $7,000

plus expenses contingent upon successful passage of Warrant Article 51 without an override provision and with the assumption that all expenses will be reimbursed by a State grant.

This motion passed unanimously.

If, at a later date, it appears that it would be best to have the consultant do the entire project, the Trustees will discuss this issue again.

It was decided to postpone fundraising efforts until the meeting with the Town Manager tomorrow (March 11). The Trustees are still trying to locate a Chair for this fundraising effort. Letters were written to three fundraising candidates (Leuth, Sirota, Olson) still being considered. The same letter will also be sent to the Corcoran Company. Miss Remmert suggested that the Trustees work on a form for thank you letters. Mrs. Radochia has agreed to write the letter.

The meeting adjourned at 10:10 p.m.

Next meeting is Tuesday, March 17 at 7:00 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, February 17, 1987

The meeting was called to order at 8:30 p.m. by Chairman Joyce Radochia. Helen Kass, Barbara Muldoon, David Castiglioni, and Charles Fagone were also present. Maryellen Remmert (Director) & Mary White (Assistant Director) were present from the Library staff.

OLD BUSINESS:

BUILDING PROGRAM STATEMENT

Miss Remmert reported her phone conversation with Aaron Cohen, library building consultant. He believes that it would be most difficult for Miss Remmert to do the building program statement and serve as Library Director at the same time. A compromise would be for him to work with Miss Remmert for two days to teach her the basics, yet have Miss Remmert write the first draft. Trustees are concerned that their unrestricted trust funds will be reduced so much that little interest will be earned to fund library programs. Miss Remmert suggested that the Trustees talk with Mr. Cohen. Mrs. Muldoon volunteered to do so.

FUNDRAISER CANDIDATE

The Trustees discussed the seven fundraiser candidates. References need to be checked on the candidate interviewed this evening, Allan Olson. It was decided that Dorothy McGrath and Jay Wein will not be considered further. Mrs. Kass will write them thank you letters. Candidates still being considered include Dwight Leuth, Michael Sirota, Allan Olson, and Robert Corcoran.

BUILDING FLYER

Miss Remmert gave the Trustees a draft of the building expansion and renovation flyer. This was approved with some minor changes.

The Trustees approved a letter to send to the Selectmen regarding the proposed budget cuts.

The meeting adjourned at 11:10 p.m.

Next meeting is Tuesday, March 10, 1987 at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, February 10, 1987

The meeting was called to order at 8:07 by Chairman Joyce Radochia. Helen Kass, Barbara Muldoon, and David Castiglioni were also present. Maryellen Remmert (Director), Mary White (Assistant Director), and Rosalind Kantrowitz (Adult Services) were present from the Robbins Library staff. Absent from the meeting was Charles Fagone. The minutes of the January 13, 1987 meeting and the January 20, 1987 meeting were approved.

REPORTS

Miss Remmert submitted her Director's Report and gave an update about the library legislation.

OLD BUSINESS:

Miss Remmert will pursue getting a building consultant to assist with some stages of the Building Program Statement. She will also obtain estimates on the costs of a consultant working with the architect on the schematics.

BUILDING
PROGRAM
STATEMENT

The Trustees and Miss Remmert called references on some of the fundraisers. More interviews are scheduled. The Trustees hope to meet with Peg Spengler about Chairing the Fundraising Committee when she returns from vacation. It is hoped she will be able to attend the second interviews of the finalists for fundraiser.

FUNDRAISER
INTERVIEWS

Miss Remmert called Joan Mahoney to ascertain her progress on the building expansion and renovation flyer we will present at Town Meeting. Joan will give Miss Remmert her draft in a couple days.

BUILDING
FLYER

The Trustees discussed the FY'88 budget. It was decided that the Trustees would write a letter to the Selectmen to inform them of the bad timing of the proposed cut of $54,000 from the Library budget. This proposed cut would harm our chances of receiving a $3 million grant for the library addition and renovation project.

LETTER TO
SELECTMEN
ABOUT
PROPOSED
BUDGET CUTS

The meeting adjourned at 9:25 p.m.

Next fundraising meeting will be Thursday, February 12, 1987 at 7:45 p.m.

Next regular meeting will be Tuesday, March 10, 1987 at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, February 9, 1987

The meeting was called to order at 9:00 p.m. by Chairman Joyce Radochia. David Castiglioni, Helen Kass and Barbara Muldoon were also present. Absent from the meeting was Charles Fagone. Maryellen Remmert (Library Director), David Wallace (architect), and Arthur Loud (Chairman, Permanent Building Committee), also attended.

The Trustees discussed the need for the development of a building program statement before the schematic drawings could be revised. It was agreed that this would be prepared before David Wallace began work on the revisions. He estimated it would take from 4 to 6 weeks to do new schematics.

Miss Remmert distributed an outline of a library building program which the Trustees approved. Miss Remmert stated she was willing to write the building program and estimated that it would take at least 3 weeks working full-time away from the library to do this. The Trustees directed Miss Remmert to investigate the feasibility of hiring a library building consultant to either write the building program or to assist her in doing this. Miss Remmert will explore the types of consulting services available and the costs.

The meeting adjourned at 10:30 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, January 13, 1987

The meeting was called to order at 7:47 p.m. by Chairman Joyce Radochia. David Castiglioni, Charles Fagone, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director) was present from the Robbins Library staff. Susan Chase represented the Friends of the Library and Arthur Loud represented the Permanent Building Committee. The minutes of the December 9, 1986 meeting were approved.

COMMUNICATIONS:

A donation of $25.00 to the Fox Library was received.

A letter of congratulations was received from Representative Mary Jane Gibson for the receipt of the state grants for the toddler-parent centers and audiovisual materials.

REPORTS:

The Director's monthly report for December was accepted as written.

BUILDING PROGRAM STATEMENT

The Director discussed the need to prepare a Building Program Statement to complement the one by Wallace Floyd Associates.

LIBRARY COMMUNITY ANALYSIS

The Director reviewed ALA's intent to release in July a new method of evaluating library resources and services in meeting community needs. The Trustees agreed that an update of the 1978 library community analysis should be postponed until FY '88 to take advantage of the ALA manual.

Circulation statistics for 1986 were reviewed.

TRUST FUNDS

On December 3, 1986 Joyce Radochia, David Castiglioni and Maryellen Remmert met with John Bilafer, Town Treasurer, for the first annual investment meeting to review the activity of the Municipal Trust Fund Portfolio with the Town's investment advisor, Constitution Capital Management Company.

NEW BUSINESS:

Arthur Loud discussed the wording of the warrent article for the building renovation project. The Trustees voted to approve the warrant article as presented.

The Trustees voted to approve a FY '87 budget of $11,600 from Restricted Library Trust Funds.

A joint Trustee and Director 1986 Annual Report was approved for submission s corrected.

OLD BUSINESS:

FUNDRAISING CONSULTANTS

The Trustees discussed the need to hire a fundraising consultant. A meeting will be held on Tuesday, January 20 to prepare a list of duties and decide on consultants to interview. Miss Remmert will compile information for this meeting.

MEETING ROOM POLICY

The Meeting Room policy was approved as submitted.

The next regular monthly Board meeting will be held on Tuesday, February 10 at 7:45 p.m.

A special fundraising meeting will be held on Tuesday, January 20 at 7:30 p.m.

The meeting adjourned at 10:30 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

January 20, 1987

The meeting was called to order at 7:45 p.m. by Joyce Radochia. Also present were David Castiglioni, Helen Kass and Barbara Muldoon. Maryellen Remmert (Library Director) also attended.

The only item on the agenda was to discuss hiring a fundraising consultant for the library renovation/expansion project.

Mrs. Kass suggested that the consultant also be used for preparation of informational materials for Town Meeting if time permits.

The Trustees reviewed a detailed listing of duties involved in a fundraising campaign and designated them as appropriate for the consultant, the Board of Trustess, or a Fundraising Committee.

The consensus of the Board was that a consultant be employed to plan, organize, and direct a fundraising campaign with a volunteer committee. This campaign will include the soliciation of funds from individual donors, businesses, foundations, grants, and the general public.

Four consultants were selected for interviews. Mrs. Kass and Miss Remmert agreed to research additional names for possible interviews. Mrs. Kass will prepare a list of questions to ask the applicants in the interviews.

The meeting adjourned at 10:30 p.m.

Minutes prepared by Maryellen Remmert.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

December 4, 1986

The meeting was called to order at 8:30 p.m. by Chairman, Joyce Radochia. Barbara Muldoon, Helen Kass and David Castiglioni were also present. Maryellen Remmert (Director) was present from the Robbins Library staff.

The Board discussed the fundraising effort for the building project. The Board voted that a member of the Board of Trustees be designated to ask Margaret Spengler on behalf of the Board of Trustees if she, with another person, would be willing to serve as Chairman of the Fundraising Committee for the library renovation/addition project. Mrs. Radochia will call Mrs. Spengler when she returns from New Zealand.

Helen Kass will discuss possible fundraising consultants with the Development Office at Wheelock College where she works.

The meeting adjourned at 10:00 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
December 9, 1986

The meeting was called to order at 7:53 p.m. by Chairman, Joyce Radochia. Barbara Muldoon, Helen Kass and David Castiglioni were also present. Absent from the meeting was Charles Fagone. Maryellen Remmert (Director), Mary White (Assistant Director), Osee Mallio and Rosalind Kantrowitz were present from the Robbins Library staff. Susan Chase represented the Friends of the Library. Arthur Loud, Chairman of the Permanent Building Committee was also present. The minutes of the November 17, 1986 meeting were approved.

COMMUNICATIONS:

RESIGNATION OF ELLEN LENART

Ellen Lenart, Adult Services staff member on maternity leave, has handed in her letter of resignation. However, Miss Remmert reported that Mrs. Lenart is willing to work on the Information Desk when we are short staffed.

CAPITAL OUTLAY EXPENDITURES

Miss Remmert read the letter from Murdena Campbell, Chairman of the Capital Planning Committee, regarding the Committee's recommendations for capital outlay expenditures through FY'92. Miss Remmert will make copies for all Trustees.

BUILDING PLANS

Miss Remmert reported that after reviewing the list of staff concerns with the proposed building project, Architect, David Wallace feels that the building program may need revision. David Wallace will meet with her and the library Department Heads on Thursday, December 18 to train the staff on how to do the program update for the needed building plan changes. If new plans are required from the program update, Mr. Wallace estimated the cost at $15,000.

OLD BUSINESS:

BUILDING PLANS

Architectural plans for the expansion and renovation were again explored in detail. New ideas were developed and discussion will continue. Miss Remmert gave all Trustees a listing of staff concerns about the proposed renovation.

Miss Remmert showed the slide show the Rockland Public Library used to promote the need for a new library in Rockland. The Trustees agreed that this type of format should be prepared for Town Meeting.

FY'88 BUDGET

The FY'88 budget was reviewed. It was the consensus of the Board of Library Trustees to continue to support the need for a full-time secretarial position (instead of the current half-time position) and Sunday openings.

MEETING ROOM POLICY

The Meeting Room policy for the Fox Library was studied and revised. A motion was made (Kass/Catiglioni) to approve the revised policy. This was accepted unanimously.

The next meeting will be Tuesday, January 13, 1987 at 7:45 p.m.

The meeting adjourned at 10:50 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
Board of Library Trustees

November 17, 1986

The meeting was called to order at 7:08 p.m. by Chairman, Joyce Radochia. Charles Fagone, Barbara Muldoon and Helen Kass were also present. Maryellen Remmert (Director), Mary White (Assistant Director) and Rosalind Kantrowitz were present from the Robbins Library staff. Rusty Bobrow represented the Friends of the Library. Architect David Wallace, Arthur Loud (Permanent Building Committee Chairman), and David Castiglioni, trustee-elect, were also present. The minutes from the October 14 meeting were approved as amended. The minutes of the October 25 meeting were approved. Mrs. Radochia welcomed Trustee-elect David Castiglioni.

COMMUNICATIONS:

There will be a meeting with John Bilafer on Wednesday, December 3, at 7:30 p.m. to discuss Trust Fund investments. Mrs. Radochia, Mr. Castiglioni and Ms. Remmert will attend. A letter of appreciation was received from Julie Melly. Mrs. Roberta Homer expressed her satisfaction with processing of the art slide collection and donated an additional $600.

Gladys Terzian has announced her intention to retire effective January 31, 1987. This is a Civil Service position.

REPORTS:

TWO GRANTS RECEIVED

Miss Remmert reported that the Robbins Lbirary was awarded two grants from the Board of Library Commissioners. An $8,400 grant is to be used for the purchase of videocassettes, compact discs and audiocassettes. A second grant of $11,520 is for a Parent Toddler Learning Center at the Robbins Library and the two branches.

STATE AID RECEIVED

Miss Remmert also reported that the Robbins Library was awarded $43,386 this year from the Library Incentive Grant and Municipal Equalization Grant. A memo was sent to the Town Treasurer and the Town Counsel regarding the expenditure of these funds.

OLD BUSINESS:

BUILDING PLANS

Architect David Wallace presented the Trustees a copy of the study on the cost of the building project. Much discussion occurred in preparation for the meeting with the Capital Planning Committee. Some points of agreement were: The Trustees will fundraise $350,000; a minimum of 50% state funding is needed; the cost of the addition includes bringing the old building up to code. A basic time-line is as follows: June 1987 - Prepare final drawings; Dec. 1987 - Drawings ready; Jan. 1988 - Go to bid; March 1988 - Bid selected; April/May 1988 - Ground breaking; Nov/Dec. 1989 - Dedication.

ACCESS RAMP

A parent with twins complained because the Access Ramp is not available for use by those other than the handicapped. Miss Remmert explained to the patron and to the Trustees that the Access Door bypasses the security system and therefore should not be used by too many people. The Trustees decided to continue their current policy of only giving Access Cards to handicapped patrons.

MINUTES OF THE MEETING

OF THE

Board of Library Trustees

November 17, 1986

The meeting was called to order at 7:08 p.m. by Chairman, Joyce Radochia. Charles Fagone, Barbara Holcombe and Helen Kaas were also present. Maryellen Remmert (Director), Mary White (Assistant Director) and Rosalind Fastowitz were present from the Robbins Library staff. Rusty Bobrow represented the Friends of the Library. Architect David Wallace, Arthur Lund (Permanent Building Committee Chairman), and David Castiglioni, trustee-elect, were also present. The minutes from the October 14 meeting were approved as amended. The minutes of the October 21 meeting were approved. Mrs. Radochia welcomed Trustee-elect David Castiglioni.

COMMUNICATIONS:

There will be a meeting with John Alisier on Wednesday, December 3, at 7:30 p.m. to discuss Trust Fund Investments. Mrs. Radochia, Mr. Castiglioni and Ms. Remmert will attend. A letter of appreciation was received from Julia Kelly. Mrs. Roberta Bonsi expressed her satisfaction with processing of the art slide collection and donated an additional $600.

Gladys Farnham has announced her intention to retire effective January 31, 1987. This is a Civil Service position.

REPORTS:

Miss Remmert reported that the Robbins Library was awarded two grants from the Board of Library Commissioners. An $8,400 grant is to be used for the purchase of microcomputers, compact discs and audiocassettes. A second grant of $11,320 is for a Parent Toddler Learning Center at the Robbins Library and the two branches. TWO GRANTS RECEIVED

Miss Remmert also reported that the Robbins Library was awarded $41,188 this year from the Library Incentive Grant and Municipal Equalization Grant. A memo was sent to the Town Treasurer and the Town Counsel regarding the expenditure of these funds. STATE AID RECEIVED

OLD BUSINESS:

Architect David Wallace presented the Trustees a copy of the study on the cost of the building project. Much discussion occurred in preparation for the meeting with the Capital Planning Committee. Some points of agreement were: The Trustees will fundraise $150,000; a minimum of 50% state funding is needed; the cost of the addition includes bringing the old building up to code. A basic time-line is as follows: June 1987 - Prepare final drawings; Dec. 1987 - Drawings ready; Jan. 1988 - Go to bid; March 1988 - Bid selected; April/May 1988 - Ground breaking; Sept/Oct. 1989 - Dedication. BUILDING PLANS

A patron with polio complained because the Access Ramp is not available for use by those other than the handicapped. Miss Remmert explained to the patron and to the Trustees that the access ramp bypasses the security system and therefore should not be used by too many people. The Trustees decided to continue their current policy of only giving Access Cards to handicapped patrons. ACCESS RAMP

Miss Remmert could use her discretion if other situations warranted use of the ramp. A staff person would be available to open the door.

STORAGE OF ART OBJECTS

Miss Remmert reported to the Trustees about the inadequate storage of art objects in the attic. It was agreed that the Trustees will help Miss Remmert package these materials more appropriately.

SMOKING POLICY

Miss Remmert also reported that questions had been raised about the current smoking policy. The Trustees decided that the policy should remain unchanged, i.e., smoking is not permitted anywhere in the building.

STATE AID EXPENDITURES

The Trustees discussed their priorities on how to spend the $43,386 soon to be received from the Library Incentive Grant and the Municipal Equalization Grant. A motion was made (Kass/Fagone) that the Trustees authorize Miss Remmert to use $17,000 of the Library Incentive Grant and Municipal Equalization Grant funds toward the purchase of an IBM-PC and to automate the branch libraries. This motion carried unanimously.

MEETING ROOM POLICY

Miss Remmert distributed a copy of old meeting room policies. These need to be revised and discussed next month.

NEW BUSINESS:

RESTORATION of PAINTINGS IN REFERENCE ROOM

Miss Remmert reported that the oil paintings in the Reference Room need attention. Miss Remmert will obtain appraisals on restoration of these paintings.

The next meeting will be Tuesday, December 9, 1986 at 7:45 p.m.

The meeting adjourned at 9:55 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

October 13, 1986

The meeting was called to order 7:50 p.m. by Chairman Joyce Radochia. Barbara Muldoon, Helen Kass and Charles Fagone were also present. No Trustees were absent from the meeting. Maryellen Remmert (Director), Mary White (Assistant Director), and Rosalind Kantrowitz were present from the Robbins Library staff. Rusty Bobrow represented the Friends of the Library and Arthur Loud represented the Permanent Building Committee. The minutes from the September 9, 1986 meeting were approved.

COMMUNICATIONS:

Miss Remmert read Julie Melly's letter of resignation as Head of Circulation. Mrs. Melly is leaving to attend Library School full time. The Trustees will write Mrs. Melly a letter to thank her for her dedication and hard work.

COMMUNITY TIME:

Mr. Bobrow reported that the Friends earned $1,328.00 from their Book Sale held on Town Day. The Trustees extended their appreciation for a superbly organized and executed sale.

REPORTS:

Miss Remmert reported that Inter-Library Loans have increased 280% due to the easy access to information caused by the automated system.

The current status of the construction bill was reported. Amendments were made in the Senate and the bill is now back in the House. The prospects look very hopeful.

Miss Remmert also reported that the Town Manager is reconsidering the Fox roof repairs.

NEW BUSINESS:

There was much discussion about funding an $8,500 study by Wallace Floyd Associates to investigate the feasibility of a staged building plan, as was suggested by the Capital Planning Committee. A motion was made (Kass/Fagone) that the Trustees take $8,500 from unrestricted Trust Funds in order to form a contract with Wallace, Floyd Associates to investigate construction staging for the addition and renovation of the Robbins Library, with the understanding that should the project be funded by the state, the trust funds will be reimbursed. This motion passed unanimously.

A motion was made (Fagone/Kass) that the Trustees increase the Trust Fund allocation for publicity (slide/tape show and brochures) for the building project from $600 to $1,500. Miss Remmert showed samples used by other libraries.

Thr Trustees announced they were sad to hear that Mr. James Earls, a former Robbins Library trustee, died last week. Flowers were sent on behalf of the Trustees and Staff. Miss Remmert and Mrs. Kantrowitz attended the wake.

Miss Remmert showed the Trustees the painting of the Reference Room donated by Gideon Cohen. The Trustees will write a letter to thank Mr. Cohen and Miss Remmert will determine an appropriate place to display the painting.

OLD BUSINESS:

Miss Remmert gave the Trustees a copy of the letter sent to her by Sinclair Hitchings, Keeper of Prints at the Boston Public Library. It was decided that the Historical Commission should be invited to work with us on this matter. Miss Remmert will contact them.

Miss Remmert gave the Trustees copies of the FY88 budget she presented to the Town Manager.

The next meeting will be Tuesday, November 18, 1986 at 7:45 p.m.

The meeting adjourned at 9:05 p.m.

Minutes submitted by Mary H. White.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-641-4884

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Saturday, October 25, 1986

The meeting was called to order at 9:35 by Chairman Joyce Radochia. Helen Kass and Barbara Muldoon were also present. Absent from the meeting was Charles Fagone. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Robbins Library staff. Also in attendance were Arthur Loud, Chairman of the Permanent Building Committee, David Wallace and Sheldon Kostelecky of Wallace, Floyd, Associates, Inc.

Mr. Wallace distributed a revision of the scope of work of the current study contract between the Trustees and Wallace, Floyd Associates. This revision was made after several telephone conversations between Joyce Radochia, Maryellen Remmert, John Bilafer, Arthur Loud and David Wallace regarding what information was needed for the Capital Planning Committee. Mr. Wallace explained the concept of construction elements. The latest estimate of the project is $6.3 million but this will be better known once the study is completed. This estimate will include the design, construction and furnishings costs with an approximate timetable for the various aspects. The Trustees approved the scope of the study as presented by Mr. Wallace.

It was decided that the Trustees would write a letter to the Capital Planning Committee stating that it is the intent of the Trustees and the Permanent Building Committee to submit an article at the 1987 Annual Town Meeting for a complete project contingent upon receipt of state funds. This letter will also state that more information will be available to the Capital Planning Committee once the study is completed by Wallace, Floyd Assoc.

Mr. Wallace will present the study to the Trustees and Arthur Loud on Thursday, November 6 at 7:45 p.m.

Maryellen Remmert briefly reviewed with the Trustees the status of the painting which Shawn Sherin is currently working on to donate to the Junior Library. It was agreed that the painting as detailed by Ms. Remmert would be accepted by the library.

The meeting was adjourned at 11:00 a.m.

Submitted by Maryellen Remmert

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

September 9, 1986

The meeting was called to order at 7:55 p.m. by Chairman, Joyce Radochia. Barbara Muldoon and Helen Kass were also present. Absent from the meeting was Charles Fagone. Maryellen Remmert (Director), Mary White (Assistant Director), and Rosalind Kantrowitz were present from the Robbins Library staff. Rusty Bobrow represented the Friends of the Library. Minutes from the August 6, 1986 meeting were approved, with one change on page 2. Under Old Business, the final sentence should read: A staff person will monitor the rest rooms during the time Norman Bridwell is in the Junior Library.

COMMUNICATIONS:

TRUST FUNDS

The Annual Report of the Elbridge Fund stated that the Library earned $5,540 from this fund. Mrs. Muldoon reported that the Investment Report will soon be completed.

CONSTRUCTION BILL

Miss Remmert gave a brief update on the Construction Bill. It appears that this Bill will be approved sometime this fall. Massachusetts Library Association is sponsoring a Legislators' Day on September 24 at the State House for all Library Trustees, Staff and Friends.

Donations were received in memory of Helen Perry.

Minuteman Library Network may apply for a Board of Library Commissioners grant to help upgrade the automated system.

COMMUNITY TIME:

Miss Remmert reported that Liz Cole, Chair of the Friends' Book Sale, wanted to know if PTO's could be approached for fund raising for furniture in the Junior Library. The Trustees recommended that no organizations be approached for funding since a major fundraising drive will be implemented soon for the renovation of the Robbins Library.

CAPITAL OUTLAY PROCEDURES

Miss Remmert distributed the new Capital Outlay procedures produced by the Town Manager and the Capital Planning Committee.

OLD BUSINESS:

FY'88 BUDGET

Miss Remmert reported that the Personnel Budget will be completed before October 1 for submission to the Town Manager.

The FY'88 expense budget was approved by the Trustees as submitted by Miss Remmert with the acknowledgement that "Books" might be increased to meet state aid requirements once the personnel budget is completed.

Miss Remmert presented the Trustees with Sunday hours costs. The

Trustees decided to work towards a goal of maintaining Sunday hours from September through June (2:00-5:00). Miss Remmert will include these figures in the FY'88 budget submitted to the Town Manager.

The Trustees agreed that the page budget be increased $3,712 to raise the maximum salary for Senior Pages from $3.80 to $4.00 per hour and Junior Page maximum salary from $3.35 to $3.55 per hour.

The Trustees agreed that Miss Remmert should should increase the hours of the part-time secretarial position to full-time.

NEW BUSINESS:

CAPITAL
PLANNING
COMMITTEE

The Capital Planning Committee will meet with Miss Remmert and the Trustees on Thursday, September 11, 1986 about the building expansion project.

FUND
RAISING
PUBLICITY

The Trustees discussed hiring a Public Relations specialist to help produce fundraising materials. Miss Remmert agreed to call the Wayland Public Library to learn who they hired for their publicity. Miss Remmert will also obtain other names and costs and report to the Board in October.

ART
PRINTS

Mrs. Muldoon made a motion, seconded by Mrs. Kass, that $1,150 be allotted from the Robbins Print Funds for art prints; $900 of this money shall be used for the purchase and repair of art prints, $250 shall be used to purchase travel bags for the prints. The motion passed.

The next meeting will be Tuesday, October 14, 1986 at 7:45 p.m.

The meeting adjourned at 10:00 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

August 6, 1986

The meeting was called to order at 5:15 p.m. by Chairman Joyce Radochia. Barbara Muldoon and Charles Fagone were also present. Absent from the meeting was Helen Kass. Maryellen Remmert (Director), Mary White (Assistant Director), and Rosalind Kantrowitz were present from the Robbins Library staff. Susan Chase represented the Friends of the Library. The minutes of the July 10, 1986 meeting were approved.

REPORTS:

SUMMER READING CLUB

Miss Remmert reported that the Summer Reading Club has attracted 610 members, a substantial increase over last year. The two Childrens Librarians, Diane Payne and Page lindsay, have started work.

HANDICAPPED GRANT

Miss Remmert also reported that progress continues with the Handicapped Grant. Large type print books have been ordered, the brochure is at the printers, and training has taken place on the TDD and Visualtek magnifier.

INTER-LIBRARY LOANS

Since we went online, patron Interlibrary Loan requests have increased substantially. There will be a Minuteman Library Network meeting on ILL's in September to address some of the problems generated by the overall network increase.

PRINT COLLECTION

Miss Remmert reported that Sinclair Hitchings, Print Librarian at Boston Public Library, made a preliminary review of the Robbins Print Collection. Mr. Hitchings will study the collection in greater depth before he makes any recommendations. He discussed the options available to the Trustees including the sale of some of the collection. The Trustees agreed that the Arlington Historical Commission would be consulted before a decision was made to sell any prints. Ms. Remmert has requested an opinion from John Maher on whether the collections could be sold.

VIDEOCASSETTES

Miss Remmert also reported that the Massachusetts Arts Lottery denied our request to fund videocassettes. They felt that these materials should be paid for by municipal funds. We have appealed their decision.

COMMUNICATIONS:

JOHN WALKINSHAW's RESIGNATION

A letter was received from John Walkinshaw informing the Trustees of his resignation, effective August 1, 1986. The Trustees accepted Mr. Walkinshaw's resignation with regret and gratitude for his seven years

of dedicated service.

Mrs. Radochia was called by Mr. Grahame Smith to offer his help in fundraising. He would especially be willing to work on grant writing.

Olsten Temporary Services requested that the Trustees allow them to use the library to interview people for part-time jobs even though they are a profit making organization. The motion was made by Mrs. Muldoon to continue with the current policy of renting space to non-profit organizations only. The motion was seconded by Mr. Fagone and passed unanimously.

COMMUNITY TIME:

Susan Chase, representative from the Friends of the Library, reported that the next Friends Meeting will be on Tuesday, August 12, 1986.

OLD BUSINESS:

TOWN DAY

Miss Remmert reported that Norman Bridwell, author and illustrator of books for children, will be at the Robbins Library on Town Day, September 27. Other plans for that day include the Friends of the Library Book Sale and a booth for library information. Discussion centered on whether the library should remain open on that day. Miss Remmert gave the Trustees copies of reports from previous Town Days. Mr. Fagone made a motion, seconded by Mrs. Muldoon, that the Library be closed on Town Day, September 27, 1986. The motion passed unanimously. A staff person will monitor the rest rooms during the time Norman Bridwell is in the Junior Library.

NEW BUSINESS:

BUDGET

Miss Remmert gave the Trustees her five-year capital projection and first draft of the FY'88 budget (which is due at Town Hall on October 1). A second draft will be presented at the September Trustee Meeting.

Miss Remmert discussed several personnel issues related to the budget. The Trustees requested that the personnel budget include salary increases for the junior and senior pages, increase in the hours of the Director's Secretary to full-time and the restoration of Sunday hours.

The next meeting will be Tuesday, September 9, 7:45 p.m.

The meeting adjourned at 7:00 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

July 10, 1986

The meeting was called to order at 5:05 p.m. by Chairman Joyce Radochia. Helen Kass and Barbara Muldoon were also present. Absent from the meeting were Charles Fagone and John Walkinshw. Maryellen Remmert (Director), Mary White (Assistant Director), Rosalind Kantrowitz, Julie Melley, and Joan Caterino were present from the Robbins Library staff. Susan Chase represented the Friends of the Library.

NEW BUSINESS:

TOWN DAY

The Trustees discussed whether the library should close on Town Day, September 27. Many problems, including vandalism, occured when the library was open on previous Town Days. It was decided to postpone a decision until the August meeting when more Trustees are present.

NEW BRANCH HOURS

Miss Remmert proposed new hours for the Fox and Dallin branches. Therefore, the hours for all libraries would be:

	ROBBINS ADULT	ROBBINS JUNIOR	DALLIN	FOX
Monday	9-9	9-9	1-5	9-5
Tuesday	9-9	9-6	9-5	9-5
Wednesday	9-9	9-6	1-5	9-5
Thursday	9-9	9-6	9-5	CLOSED
Friday	9-5	9-5	CLOSED	1-9
Saturday*	9-5	9-5	CLOSED	CLOSED

*Main Library is closed Saturdays in the summer.

With these new hours, story hours can be held at both branches and the Junior Library can remain open Monday evenings. This is a system-wide increase of 20 hours. Mrs. Kass made a motion, seconded by Mrs. Muldoon, to accept these new hours. The motion was passed unanimously.

FOX ROOF REPAIRS NEEDED

Miss Remmert reported that the roof at the Fox Branch is in desperate need of repair. Bill Ceurvals reported that the roof contractors said the roof will not last through the winter. Approximately $20,000 would be needed to replace the roof. Once Miss Remmert receives more information, she will contact the Finance Committee about this problem.

Mrs. Radochia suggested that all Trustee minutes list those Trustees absent from meetings, as well as those present. A motion was made by Mrs. Muldoon and seconded by Mrs. Kass. The motion was passed unanimously.

BUILDING APPEARANCE

Miss Remmert reported that she and Ms. White will be working on making the building more attractive during the next twelve months. The painters have already done some work, including a nice matching job of the Art and Music ceiling.

VIDEOCASSETTES

Miss Remmert reported that videocassettes are becoming more popular than 16mm films. It was therefore decided that $500.00 of the library budget designated for films will be used to purchase videocassettes of classics or children's films.

COMMUNICATIONS:

THANKS TO
LIBRARY STAFF

The Trustees wrote a letter to the staff commending them for their efforts in getting the library automated.

TWO DONATIONS

The Library received one more donation in memory of Alice Poole.

The Library also received an anonymous gift of $5,000 to be used for the purchase of periodicals and books.

VIDEOCASSETTE
EQUIPMENT GIFT

The Trustees will write a letter to Arlington Cable to thank them for the videocassette equipment they donated to the library.

LIBRARY
CONSTRUCTION
BILL

Miss Remmert discussed with the Trustees the Advocate article about the Library Construction Bill. Unfortunately, the article did not address Mary Jane Gibson's important role with this bill. It was therefore decided that the Trustees should write a letter to the Advocate informing them of Ms. Gibson's efforts.

OLD BUSINESS:

TRUSTEES'
GOALS AND
OBJECTIVES

Further changes were made on the Trustees' Goals and Objectives. A motion was made by Mrs. Kass, seconded by Mrs. Muldoon, to approve these goals and objectives, with the changes. This motion passed unanimously.

TRUST FUND
ALLOCATIONS
FOR FY'87

The Trust Fund budget for FY '87 was discussed. Mrs. Muldoon made a motion that $10,800 be allocated for this fiscal year. The motion was seconded by Mrs. Kass and passed unanimously.

The next meeting will be Tuesday, August 5 at 5:00. NOTE TIME CHANGE.

The meeting adjourned at 7:05 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
LIBRARY BOARD OF TRUSTEES
June 10, 1986

The meeting was called to order at 7:50 p.m. by Chairman, Joyce Radochia. John Walkinshaw, Helen Kass and Barbara Muldoon were also present. Maryellen Remmert (Director), Mary White (Assistant Director) and Rosalind Kantrowitz were present from the Robbins Library staff.

COMMUNICATIONS:

Thirteen donations were received in memory of Alice Poole. The money will be spent for library books.

REPORTS:

CHILDREN'S LIBRARIAN

Miss Remmert reported that one of the Children's Librarian positions has been filled. Interviews are still in process for the second position. Miss Remmert also reported that work will be done soon on having the rugs cleaned and some rooms painted.

AUTOMATION

The library went on-line on June 4. Everything went very smoothly. The Trustees will write a letter of thanks to the staff.

OLD BUSINESS:

ROBBINS PRINT COLLECTION

The Historical Commission requested the library loan prints from the Robbins Print Collection and other art objects so that these may be displayed at the Robbins House. Mr. Walkinshaw made a motion seconded by Mrs. Muldoon, that the loan be granted subject to Miss Remmert's discretion. This motion passed unanimously.

Mrs. Muldoon made a motion, seconded by Mr. Walkinshaw that up to @ $200.00 be allotted for children's programs. This money is intended to be used until the next Trustees meeting when Trust Fund monies are allotted.

FUNDRAISING REPORT

Town Counsel, John Maher, gave the Trustees a report regarding the use of the 501C of the Internal Revenue code. Mr. Maher suggested that Section 53A, Chapter 44 of the General Laws be used instead. Mrs. Muldoon will obtain a second opinion on this and Miss Remmert will call other libraries to learn how they dealt with this problem.

NEW BUSINESS:

OFFICERS

Mrs. Muldoon made a motion, seconded by Mrs. Kass, that Mrs. Radochia again be chairman of the Trustees. Mrs. Muldoon also made a motion, seconded by Mr. Walkinshaw, that Mrs. Kass continue as vice-chairman

of the Trustees. Both motions passed unanimously. Mrs. Muldoon agreed to continue her work with the Trust Funds.

The Trustees' goals and objectives for the next fiscal year were discussed. Mrs. Radochia agreed to present a final copy of these goals and objectives at the next meeting. GOALS & OBJECTIVES

The meeting adjourned at 9:20 p.m.
Next meeting will be Thursday, July 10, at 5:00 p.m. NOTE CHANGES

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

June 3, 1986

The meeting was called to order at 8:00 p.m. by Chairman Joyce Radochia. Barbara Muldoon, Helen Kass, and Charles Fagone were also present. Maryellen Remmert (Director), Mary White (Assistant Director), and Rosalind Kantrowitz (Head of Adult Services) were present from the Robbins Library staff. The minutes from the May 13, 1986 meeting were approved, with one correction: On page 1, second paragraph under Reports should read: The final report will be ready after July 1.

COMMUNICATIONS:

Grace Greene sent a letter to the Library Trustees thanking them for their gift upon Grace's departure for Vermont.

The Trustees received a donation in memory of William Kennedy to be used for the purchase of books.

REPORTS:

Miss Remmert reported that the library will go on-line with the automated circulation system tomorrow. On behalf of all the staff, Miss Remmert thanked the Trustees for the 'going on-line' luncheon celebration.

The Trustees extended a special thanks to Mary White for her efforts in helping the Robbins Library with the automation project.

The Trustees reported that the three warrent articles related to the Library Construction were unanimously passed at the Special Town Meeting.

OLD BUSINESS:

FUNDRAISING FOR LIBRARY CONSTRUCTION

The Trustees constructed a listing of people who might be willing to work on an Advisory Board or Executive Steering Committee for the Fundraising Project for the construction project. It was reported that John Maher has promised to compile a list of procedures needed to obtain a 501C. Mrs. Muldoon reported that the law firm Sherin and Loden (100 Summer Street, Boston) has given us an offer to obtain the 501C. John Maher has said we may indeed go to an outside firm. It may take approximately four months to obtain the 501C.

OBTAINING LEGAL ASSISTANCE

A motion was made by Mrs. Kass, seconded by Mrs. Muldoon that the Fundraising Subcommittee be authorized to meet with the law firm Sherin and Loden about the formation of a 501C to receive funds for library construction. This motion passed unanimously.

Miss Remmert will ask John Maher to complete his report before the meeting with the law firm.

Mr. Fagone made a motion, seconded by Mrs. Kass, that the Director's goals and objectives for fiscal year 1986-87 be approved with appreciation and enthusiasm. This motion was unanimously passed. GOALS AND OBJECTIVES FOR FY '87

The Trustees discussed the spending of the unrestricted Trust Funds for this next fiscal year. It was decided to give Miss Remmert an estimated amount and have Miss Remmert develop a listing of priorities for the next meeting. The amount of $8,500 was decided. SPENDING OF TRUST FUNDS

The meeting adjourned at 9:50 p.m.

The next meeting will be held on June 10, 1986 at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

May 13, 1986

The meeting was called to order at 7:55 p.m. by Chairman Joyce Radochia. Barbara Muldoon and John Walkinshaw were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Robbins Library staff. Nick Minton represented the Friends of the Library. The minutes from the April 8, 1986 meeting were approved.

COMMUNITY TIME:

FRIENDS OF THE LIBRARY REPORT

Mr. Minton reported that the Friends of the Library Annual Meeting will be May 20 at 7:30 p.m. at the Fox Branch meeting room. This has been a successful year for the Friends with their Lecture Series, Brown Bag Luncheons, Book Sale, Read-In, and the recruitment of many new members. The Trustees recognize and appreciate all the events that the Friends produce each year, their willingness to purchase equipment, and their availability for Construction Bill help. Mrs. Radochia said that each year gets better and better.

REPORTS:

MLA CONFERENCE

Mrs. Muldoon reported on the Massachusetts Library Association Conference she attended on Monday, May 5, in particular the workshop entitled, Preparing for the Public Trust, a workshop about Trustees. Paul Curran, Trustee from the Milford Library, spoke at the luncheon about efforts involved in building construction.

TRUST FUNDS

Mrs. Muldoon reviewed her preliminary Trust Fund report for FY86. The final report will be ready after July 1. Copies will be distributed to Finance Committee members John Perry and Pegi Cunningham, the Town Manager, and the Treasurer.

CHILDREN'S LIBRARIAN VACANCIES

Miss Remmert distributed to the Trustees a copy of the Director's goals and objectives for the library for FY87 that was given to the Town Manager on May 1. These will be discussed at the next Trustees' Meeting.

OLD BUSINESS:

BUILDING COMMITTEE REPORT

The Building Sub-Committee met on April 22. Those attending were Miss Remmert, Mrs. Radochia, Mrs. Muldoon, and Mrs. Kass. A formal vote is now needed to form a Steering Committee for Fundraising. A special meeting with Town Counsel, John Maher will be arranged so that his legal opinion may be obtained. Miss Remmert will contact Mr. Maher. Once Mr. Maher meets with the Trustees, the Trustees will then be ready to select names for members for this Steering Committee. All Trustees agreed to call Miss Remmert with suggestions of people for this committee.

NEW BUSINESS:

CONSTRUCTION BILL

A motion was made by Mrs. Muldoon, seconded by Mr. Walkinshaw, that the Trustees write a letter to the State House expressing their support of the Construction Bill as it now reads. Another motion was made by Mrs. Muldoon, seconded by Mr. Walkinshaw, that a letter also be sent to Senator Bulger to thank him for his efforts with this bill. Both motions passes unanimously.

Miss Remmert reported that the three warrant articles were submitted by Arthur Loud for the Special Town Meeting on May 19 and 21. Mrs. Kass will attend the May 19 session and Mrs. Radochia will attend the May 21 session.

STAFF LUNCHEON

Mr. Walkinshaw made a motion, seconded by Mrs. Muldoon, that the Trustees spend up to $7.00 per staff person for a special luncheon to thank all the staff for their two years of hard work in preparing for going on-line with the automated circulation system. This motion was unanimously passed.

ON-LINE PREPARATION

Another motion was made by Mr. Walkinshaw, seconded by Mrs. Muldoon, that the library be closed on Tuesday, June 3 from 9:00 to 5:00 in preparation for going on-line the following day. Miss Remmert presented a possible schedule of events for that day, including a report on new policies and procedures by Miss Remmert, a pep-talk and report by Joan Kuklinski, the Coordinator for the Minuteman Library Network, practice sessions for use of the system, re-targeting of the Reference Collection for the theft-detection system, entering patron registrations into the data base, data entry of library materials, shelving of books, and shelf-reading the collection. This motion was also passed unanimously.

The Trustees decided that they could not donate Trust Funds to Emerald City Productions for the filming of the Fall of the House of Usher.

Miss Remmert reported that Peg Spengler requested that the Trustees consider a special memorial for Judith Stromdahl's contribution to the Robbins Library. Mr. Walkinshaw made a motion, seconded by Mrs. Muldoon, that this matter be tabled until the fall.

The meeting adjourned at 9:45 p.m.

The next meeting will be announced by Miss Remmert once she contacts John Maher. The Trustees agreed they needed to hold at least two meetings in June.

Minutes submitted by Mary H. White.

NEW BUSINESS:

CONSTRUCTION BILL

A motion was made by Mrs. Muldoon, seconded by Mr. Walkinshaw, that the Trustees write a letter to the State House expressing their support of the Construction Bill as it now reads. Another motion was made by Mrs. Muldoon, seconded by Mr. Walkinshaw, that a letter also be sent to Senator Bulger to thank him for his efforts with this bill. Both motions passed unanimously.

Miss Bennett reported that the three warrant articles were submitted by Arthur Lunt for the Special Town Meeting on May 19 and 21. Mrs. Cass will attend the May 19 session and Mrs. Hastings will attend the May 21 session.

STAFF LUNCHEON

Mr. Walkinshaw made a motion, seconded by Mrs. Muldoon, that the Trustees spend up to $7.00 per staff person for a special luncheon to thank all the staff for their two years of hard work in preparing for going on-line with the automated circulation system. This motion was unanimously passed.

ON-LINE PREPARATION

Another motion was made by Mr. Walkinshaw, seconded by Mrs. Muldoon, that the library be closed on Tuesday, June 4 from 9:00 to 3:00 in preparation for going on-line the following day. Miss Bennett presented a possible schedule of events for that day, including a report on new policies and procedures by Miss Bennett, a pep-talk and report by Judy Kubinski, the Co-ordinator for the Minuteman Library Network, practice sessions for use of the system, re-targeting of the Reference Collection for the theft-detection system, entering patron registrations into the data base, data entry of library materials, shelving of books, and shelf-reading the collection. This motion was also passed unanimously.

The Trustees decided that they could not donate Trust Funds to Emerald City Productions for the Filming of the Fall of the House of Usher.

Miss Bennett reported that Peg Spengler requested that the Trustees consider a special memorial for Judith Hirschman's contribution to the Hopkins Library. Mr. Walkinshaw made a motion, seconded by Mrs. Muldoon, that this matter be tabled until the fall.

The meeting adjourned at 9:45 p.m.

The next meeting will be announced by Miss Bennett once she contacts John Baker. The Trustees agreed they needed to hold at least two meetings in June.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

May 22, 1986

SPECIAL MEETING TO DISCUSS FUNDRAISING EFFORTS FOR THE LIBRARY CONSTRUCTION.

The meeting was called to order by Chairman Joyce Radochia at 8:35 a.m. John Walkinshaw and Barbara Muldoon were also present. Miss Remmert (Director) and Mary White (Assistant Director) were present from the Robbins Library staff. John Maher also attended.

Mr. Maher spoke with the Trustees about the different ways to set up a legal vehicle for a repository for charitable contributions. Mr. Maher said that Chapter 44, Section 53A specifies an separate account may be set up and funds may be expended without the approval of the Town Meeting provided the money is spent for the reason specified. The Town of Arlington now has six of these.

Mrs. Muldoon questioned Mr. Maher about the 501C status whereby the organization may be totally tax exempt. Mr. Maher said that this procedure take approximately 6 months to qualify. The procedure requires further study on the part of Mr. Maher. Mr. Maher said that he will look into this possibility further and report back to the Trustees within two weeks.

The meeting adjourned at 9:15 a.m.

Minutes submitted by Mary H. White

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

April 28, 1986

SPECIAL MEETING TO DISCUSS LIBRARY CONSTRUCTON BILL

The meeting was called to order at 8:00 p.m. by Chairman, Joyce Radochia. Barbara Muldoon and Helen Kass were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Robbins Library staff. Arthur Loud, Chairman of the Permanent Building Committee was also present.

Mr. Loud spoke with the Trustees about the progress of the Construction Bill and the steps that must now be taken. Mr. Loud also talked with the Trustees about the three warrant articles fro the library construction that will go before the special Town Meeting in mid-May.

Many other towns that are prepared to request money from the Construction Bill. A few include North Andover, North Reading, Everett, Hull, Lancaster, Norwood, Plympton, Watertown, West Bridgewater, Fall River and Plymouth.

Mr. Loud emphasized that renovated, the Robbins Library would make for a more efficient building, and this would save energy costs.

Mr. Loud explained that the School Building Assistance Commission (SBAB) may be fazed out. The House Bill (H5380) authorized construction applications. The Senate Bill does not involve this Commission.

The meeting adjourned at 10:30 p.m.

The next meeting will be Tuesday, May 13, 1986.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, April 8, 1986

The meeting was called to order at 7:55 p.m. by Chairman Joyce Radochia. Barbara Muldoon, Helen Kass, Charles Fagone were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Robbins Library staff; Muriel Mather represented the Friends of the Library; Arthur Loud, Chairman of the Permanent Building Committee and David Wallace, architect, were also present. The minutes from the March 18, 1986 meeting were approved.

NEW BUSINESS:

DISCUSSION ABOUT LIBRARY ADDITION PLANS

David Wallace, of Wallace, Floyd, Associates, Inc., discussed the architectural plans for the building addition. The current plans call for rehabilitating 18,790 square feet, restoring 8,948 square feet and adding 18,407 square feet. Two years ago this work would have cost $3,750,000 for construction and $1,250,000 for furniture, equipment, clerk fees, testing fees, contingency costs, etc. This breaks down to $85 per square foot for new and rehabilitated space and $65 per square foot for restored space. Today's costs would be approximately $100 per square foot. However, because it is best to set the fee based on the mid-point of construction, we can expect to pay approximately $110-115 per square foot if construction is to commence within two years.

Arthur Loud, Chairman of the Permanent Building Committee said that the bond on the Community Safety building will be dropped after 1987. In addition, the two Junior High school bonds will be dropped in 1988. No other organization in town is seeking bonded funds. Because the House Bill states the projects must be authorized, Mr. Loud suggested that we submit a warrant article for the special town meeting in May.

The Trustees will meet with the Town Manager soon to discuss building plans. In addition, John Maher has stated that he is willing to meet with the Trustees about fundraising legalities.

COMMUNICATIONS:

Mr. Eugene Downing wrote a letter to Senate President Bulger to support the library aid bill.

COMMUNITY TIME:

FRIENDS READ-IN

Mrs. Mather, President of the Friends of the Library, reported that 22 people have signed up to read at the Read-In on April 12 from 12:00 to 4:00 in the Biography Room.

REPORTS:

PUBLIC LIBRARY ASSOCIATION CONFERENCE

Miss Remmert reported briefly on the Public Library Association

Conference. A written report will also be submitted. Miss Remmert interviewed three applicants for the two children's librarian vacancies while at PLA.

APPOINTMENT OF HEAD OF CHILDREN'S SERVICES

Osee Mallio has been appointed as Head of Children's Services.

LUNCHEON FOR LOUISE SULLIVAN

There will be a retirement luncheon for Louise Sullivan on Thursday April 10 in the Staff Room. Mrs. Kass made a motion that the Trustees authorize money for an appropriate gift. This was seconded by Mr. Fagone.

LUNCHEON FOR GRACE GREENE

A farewell luncheon for Grace Greene will be held on Friday, April 18 in the Staff Room. Mrs. Kass made a motion that the Trustees authorize money for an appropriate gift. This was also seconded by Mr. Fagone.

The meeting adjourned at 10:30 p.m.

Next meeting is May 13 at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, March 18, 1986

The meeting was called to order at 7:50 p.m. by Chairman Joyce Radochia. Barbara Muldoon and John Walkinshaw were also present. Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Robbins Library staff. The minutes from the February 11, 1986 meeting were approved.

COMMUNICATIONS

Louise Sullivan will be retiring on April 1, 1986 after working at the Robbins Library for 33 years. Plans for a party are pending.

Grace Greene will be leaving April 18, 1986 to become Children's Library Services Consultant for the State of Vermont. Grace has worked here for 13 years. Party plans are pending.

The Trustees extend their Congratulations and Best Wishes to Louise and Grace.

There will be an Open House in the Junior Library for Grace Greene near the middle of April. Trustees have agreed to pay for refreshments for this event.

REPORTS

- Checkpoint: Miss Remmert explained the two types of Checkpoint Theft Detection System to the Trustees. Checkpoint company has promised to call Miss Remmert within the next week to discuss the options available to us.

- Going On-Line: The Library will go on-line with the new automated circulation system sometime in June, probably early June. Most of the adult materials have been entered into the data base. The current emphasis is on entering the Junior Library materials.

- Childrens Services vacancies: Current job description for Grace Greene's position will be changed so that her replacement will also supervise the Branch Children's Librarian. The Town Manager has given approval for Miss Remmert to begin advertising for the Branch Children's Librarian.

- Town Meeting: It appears that the library budget may come before Town Meeting at the end of March or early April.

- Trust Funds:Mrs. Muldoon gave reports on the current status of the Trust Funds. A yearly report and cover letter will be sent to the Finance Committee. It was suggested that a brief article be written for the Library's quarterly newsletter to inform the public how these funds have been spent.

- Branches: The branch schedule for FY87 was discussed. Miss Remmert reported it may be possible to open both branches 4 days per week. Under this schedule, Dallin would be open 20 hours and Fox 32 hours. With this new

scheduling, Joan Caterino will be free one day to work on Foxy Folks & Shut-In Service, thereby freeing Nancy Gentile to do more work with Young Adults. Details are being discussed.

- Brown Bag Luncheon: Mrs. Radochia spoke at the Friends of the Library Brown Bag Luncheon on the role of the Library Trustee. Approximately 20 people attended this event.

- Friends' Lecture: The Friends of the Library lecture on Ireland, given by Elizabeth Shannon, was a standing-room-only event.

- Construction Bill: An omnibus library legislation bill including $35 million for construction projects has been filed in the Senate by William Bulger. The Senate Ways and Means Committee intends to have it voted on in the Senate quickly. It would then go to the House. There is a possibility that there could be a grant round by October, 1986 or January, 1987. Those town that have raised the committed 25% would have a better chance of being funded. Miss Remmert will arrange a meeting for the Trustees and Town Manager to discuss the fund-raising program.

- Closing Saturdays in summer: A motion was made by Mr. Walkinshaw, seconded by Mrs. Muldoon, that the library close Saturdays beginning the Memorial Day Weekend. This motion was passed unanimously.

OLD BUSINESS

- Art Print Collection: John Maher has not yet had time to do the research on the art print collection. The Boston Public Library has agreed to send a consultant, free of charge. Miss Remmert will keep the Trustees informed of the progress on this matter.

- Art Prints for Dallin: A motion was made by Mrs. Muldoon, seconded by Mr. Walkinshaw, that money from the Robbins Prints Restricted Fund, (not to exceed $500.00) be used to purchase children's art prints to be initially placed at the Dallin Branch. This motion was unanimously passed.

NEW BUSINESS

- Library Annual Report: Miss Remmert showed the Trustees a draft of the annual report. It is at the printers and should be ready by the end of March.

- Borrower's Brochure: A flyer explaining the automated system and the procedure for obtaining a new library card will be done soon.

- Apple IIe: Miss Remmert reported that a company is selling Apple IIe computers for $500.00. These can be used as a backup circulation system if the mainframe in Framingham goes down. Miss Remmert suggested that this be researched. It is possible Trust Funds could be used for this purchase.

- Robbins Library Professional Association: Miss Remmert reported the efforts that have been made by this association to obtain a salary increase. The Trustees stated that they support the efforts of this Association to make the professional librarians' salaries comparable to the school librarians' salaries in Arlington as well as to other public libraries in the area.

The meeting adjourned at 9:35 p.m.

The next meeting is Tuesday, April 8, 1986 at 7:45 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, February 11, 1986

The meeting was called to order at 7:50 p.m. by Chairman Joyce Radochia. Helen Kass, Barbara Muldoon, John Walkinshaw, and Charles Fagone were also present. Nick Minton represented the Friends of the Library; Maryellen Remmert (Director), Mary White (Assistant Director) Rosalind Kantrowitz, and Joan Caterino were present from the Robbins Library staff. Arthur Loud, Chairman of the Permanent Building Committee also attended the meeting.

COMMUNITY TIME

LIBRARY
CONSTRUCTION
PROJECT

Mr. Arthur Loud, Chairman of the Permanent Building Committee talked with the Trustees about the feasibility of the construction project. Mr. Loud felt that the original projection of $5 million continues to be reasonable since the escallation of construction and labor costs has slowed in the past two years. He stressed that much of the $5 million is to renovate the existing building and that the new addition would be a small part of the total amount. Mr. Loud also suggested that since the bonding for the two Junior High Schools will end in 1988, that may be the perfect time for the town to accept a new bond for the library. Mr. Loud recommended that we submit a warrant article for the fall Town Meeting in which we appropriate one dollar for library renovations. In this way funds can then be expanded to meet our needs, as long as we have that initial appropriation. The loan time for $5 million is approximately 20 years. Total time needed for the renovations is 18-24 months.

The difficulty of raising funds privately was discussed as on an average, both state and nationally, only 10% of the total cost of library building projects is realized from private fundraising.

FRIENDS' REPORT.
LECTURE SERIES
A SUCCESS. FRIENDS
WILLING TO HELP
WITH BUDGET
PROBLEM.

Mr. Minton, representative from the Friends of the Library, reported that Friends distributed a newsletter outlining the library budget problem. He also stated that the Friends are ready to help in any way the Trustees deem appropriate. Individual letters supporting a minimum of a level-funded budget are currently being sent to Finance Committee members by the Friends. The Lecture Series continues to be a success. Approximately 100 people attended the second lecture.

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were approved, with two corrections: Page 1, paragraph two, line two: Delete the name of Helen Kass. Page 2, paragraph one, line one: Add the name of Barbara Muldoon.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, February 11, 1986

The meeting was called to order at 7:30 p.m. by Chairman Joyce Schmidt. Brian Kane, Barbara Muldoon, Jack Hutchinson, and Charles Fischer were also present. Nick Martin represented the Friends of the Library; Marvalee Tebault (Treasurer), Mary White (Assistant Director) [illegible], and Joan [illegible] were present from the Lexington Library staff. Arthur Lamb, Chairman of the Permanent Building Committee also attended the meeting.

[illegible]

LIBRARY CONSTRUCTION PROJECT

Mr. Arthur Lamb, Chairman of the Permanent Building Committee talked with the Trustees about the possibility of the construction project. Mr. Lamb felt that the original projection of $5 million continues to be reasonable since the escalation of construction and labor costs has slowed in the past two years. He stressed that much of the $5 million is to renovate the existing building and that the new addition would be a small part of the total amount. Mr. Lamb also suggested that since the bonding for the two Junior High Schools will end in 1988, that may be the perfect time for the town to accept a new bond for the library. Mr. Lamb recommended that we submit a warrant article for the fall Town Meeting in which we appropriate one dollar for library renovations. In this way funds can then be appended to meet our needs, as long as we have that initial appropriation. The loan time for $5 million is approximately 20 years. Total time needed for the renovations is 12-15 months.

The difficulty of raising funds privately was discussed at an open meeting, this seems not to be realistic, only 10% of the total cost of library building projects is realized from private fund raising.

FRIENDS' REPORT: LECTURE SERIES & BUDGET, FRIENDS OFFER TO HELP WITH BUDGET PROBLEMS.

Mr. Martin, representative from the Friends of the Library, reported that Friends distributed a newsletter outlining the library budget problem. He also stated that the Friends are ready to help in any way the Trustees deem appropriate, indicating letters supporting a minimum of a level-funded budget are currently being sent to Finance Committee members by the Friends. The Lecture Series continues to be a success. Approximately 100 people attended the second lecture.

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were approved, with two corrections: Page 1, paragraph two, line two: delete the name of Brian Kane. Page 2, paragraph one, line three: add the name of Barbara Muldoon.

COMMUNICATIONS

Seven letters were received supporting a level-funded budget and keeping the Dallin Branch open. One patron wrote to request keeping the library open on Sundays. Mrs. Muldoon received a letter from the Town Treasurer's Office that $1,000 had been donated to the Mary McGuire Trust Fund. This money may not be spent until the year 2002.

LETTERS RECEIVED SUPPORTING LIBRARY BUDGET.

REPORTS

A patron donated a TRS-80 for the library to use in any way the library deemed appropriate.

Miss Remmert has been appointed chair of the Automation Committee for the Eastern Massachusetts Regional Library System.

BRANCH CIRCULATION DECREASED DUE TO DECREASE IN HOURS OPEN.

Miss Remmert reported that the circulation at the two branches has decreased due to the decrease in hours. On the average, approximately 15.5 people use the Fox branch each hour; 11 people use the Dallin branch each hour, although this number increases to 16 in the afternoon for both branches. Afternoons are the busiest times at each branch.

OLD BUISNESS

Mr. Fagone made a motion, seconded by Mr. Walkinshaw, that Miss Remmert obtain the approval of the Selectmen to use $1,000 of Trust Fund money to purchase an IBM Memory typewriter for the secretary. The motion passed.

PURCHASE OF IBM MEMORY TYPEWRITER

Miss Remmert distributed her recommendation of priorities on how money should be allocated if the library receives a level-funded budget.

Miss Remmert reported that the Friends of the Library are planning a Read-a-thon for Saturday, April 5, from 12:00 to 4:00 or 1:00 to 5:00. This event is being chaired by Janemarie Hillier. The Friends would very much like to hold this event in the Reference Room of the Main Library. Much discussion followed, whereby Mr. Walkinshaw made a motion, seconded by Mr. Fagone, that the Reference Room not be used for the Read-a-thon. An informal poll was taken indicating that the Trustees preferred a time when the library was closed or Saturday in the Biography Room. Miss Remmert said she would report back to the Friends with this information.

FRIENDS' READ-A-THON IN APRIL.

NEW BUSINESS

A motion was made by Mr. Walkinshaw, seconded by Mrs. Muldoon, that the month of March be Amnesty Month, whereby all patrons can return materials free of charge. The motion passed unanimously.

AMNESTY MONTH IN MARCH.

A motion was made by Mr. Walkinshaw, seconded by Mr. Fagone, that all delinquencies be waived, unless a patron owes the library more than $25.00 in library materials (not fines). during patron re-registration.

PATRON REGISTRATION AND WAIVE DELINQUENCIES.

INSTALLATION OF THEFT DETECTION DEVICES.

Miss Remmert reported on the procedure needed to install theft detection devices in all materials before the library goes-on-line in June. The Trustees determined that they do not wish the library closed for 4 full days. Instead, it was suggested that the library close 3-5 mornings to get this job done. Miss Remmert will present a formal plan at a later date.

Mr. Walkinshaw made a motion, seconded by Mr. Fagone, that the Trustees approve $1,000 for Miss Remmert to attend the Public Library Association in St. Louis from April 1-5.

The next meeting will be Tuesday, March 11, 1986 at 7:45 p.m.

The meeting adjourned at 10:35 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, January 14, 1985

TOUR OF ATTIC
AND ART PRINT
COLLECTION

Prior to the meeting Ms. Remmert gave Mrs. Radochia, Mrs. Muldoon, Mr. Fagone, and Ms. White a tour of the art prints in the Art & Music Room and showed the sculptures and paintings stored in the attic.

The meeting was called to order at 8:15 p.m. by Chairman Joyce Radochia. Barbara Muldoon, and Charles Fagone were also present. Nick Minton represented the Friends of the Library; Maryellen Remmert (Director) and Mary White (Assistant Director) were present from the Robbins Library staff.

COMMUNICATIONS

DONATIONS

The Trustees are sending thank-you letters to the Harrington family and the Allen family for their generous donations.

Mrs. Belle Fitzgerald sent $50.00 to the Trustees for the M. Fitzgerald Memorial Fund.

CAPTAIN STEVENS'
DONATING KOREAN
PAINTINGS AND
CARVINGS

Captain Stevens, a retired sea captain, called Ms. Remmert to obtain permission to donate his small collection of woodcarvings and paintings from Korea to the library. The Trustees approved Ms. Remmert's request that we accept Captain Stevens' collection.

COMMUNITY TIME

FRIENDS' REPORT
ON BROWN BAG
LUNCH, LECTURE
SERIES, READATHON.

Nick Minton spoke for the Friends of the Library. He reported that the Brown Bag Lunch program was so successful in the fall that it is continuing on a monthly basis. The Lecture Series, scheduled for January, February and March, has already received a great deal of support. Tickets were mailed to all members of the Friends group. The Friends are beginning plans for a Readathon sometime in April. It is possible that this will be a six hour event some Saturday afternoon. Mr. Minton also stated that the Friends are willing to do whatever is needed to help the library maintain a level-funded budget.

REPORTS

Ms. Remmert reported that the rate of data entry has been improving. The Director's report for December was accepted as written.

The Trustees approved the Director's Annual Report that will be published in the 1985 Town Annual Report.

Ms. Radochia presented a rough draft of the Trustees' Annual Report. She will have a final version by January 24.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, January 14, 1986

TOUR OF ATTIC AND ART PRINT COLLECTION

Prior to the meeting Ms. Hummert gave Mrs. Anderson, Mrs. Muldoon, Mr. Fagone, and Ms. White a tour of the art prints in the Art & Crafts Room and showed the sculptures and paintings stored in the attic.

The meeting was called to order at 8:15 p.m. by Chairman Joyce Anderson. Robert Kelly, Barbara Muldoon, and Charles Fagone were also present. Dick Hinton represented the Friends of the Library; Maryellen Hummert (Director) and Mary White (Assistant Director) were present from the [illegible] Library staff.

CORRESPONDENCE

DONATIONS

The Trustees are sending thank-you letters to the Harrington family and the [illegible] family for their generous donations.

Mrs. Belle Fitzgerald sent $50.00 to the Trustees for the H. Fitzgerald Memorial Fund.

CAPTAIN STEVENS' DONATING KOREAN PAINTINGS AND CARVINGS

Captain Stevens, a retired sea captain, called Ms. Hummert to obtain permission to donate his small collection of woodcarvings and paintings from Korea to the Library. The Trustees approved Ms. Hummert's request that we accept Captain Stevens' collection.

FRIENDS' NEWS

FRIENDS' REPORT ON BOOKS AND BANDS, LECTURE SERIES, MARATHON.

Dick Hinton spoke for the Friends of the Library. He reported that the Books and Bands program was so successful in the Fall that it is continuing on a monthly basis. The Lecture Series, scheduled for January, February and March, has already received a great deal of support. Tickets were mailed to all members of the Friends group. The Friends are beginning plans for a Readathon marathon in April. It is possible that this will be a six hour event over Saturday afternoon. Mr. Hinton also stated that the Friends are willing to do whatever is needed to help the Library maintain a level-funded budget.

REPORTS

Ms. Hummert reported that the rate of data entry has been improving. The Director's report for December was accepted as written.

The Trustees approved the Director's Annual Report that will be published in the 1985 Town Annual Report.

Mrs. Anderson presented a rough draft of the Trustees' Annual Report. She will have a final version by January 24.

Mrs. Radochia reported that Ms. Remmert, Mrs. Kass, Mrs. Radochia, Mrs. Muldoon, met with Sue Erickson, a fundraiser for Tufts University. Each Trustee is to send to Ms. Remmert ideas for people who would be able to play key leadership roles in our fundraising efforts. If Ms. Remmert does not hear from each Trustee by Jan 27. she will call them. Ms. Remmert volunteered to talk with library directors who have worked on fundraising to see how they coordinated their efforts.

NEW BUSINESS

Ms. Remmert gave a history of the art print collection. The Trustees requested that Ms. Remmert ask John Maher for a legal opinion on the options available for its use. Ms. Remmert volunteered to call Boston Public Library, the Museum of Fine Arts and the Fogg Museum to obtain recommendations for a consultant.

ART PRINT COLLECTION OBTAINING LEGAL ADVICE AND RECOMMENDATIONS FOR CONSULTANT.

The next meeting will be on Tuesday, February 11 at 7:45 p.m.

The meeting adjourned at 9:35 p.m.

Minutes submitted by Mary H. White.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Monday, January 6, 1986

The meeting was called to order 7:50 p.m. by Chairman, Joyce Radochia. Helen Kass, Barbara Muldoon, John Walkinshaw, and Charles Fagone were present. Nick Minton represented the Friends of the Library, Maryellen Remmert (Director), Mary White (Assistant Director) and Rosalind Kantrowitz were present from the Robbins Library staff. The minutes of the November 12, 1985 meeting were approved, with one correction. On page two, the second paragraph should read: The expenditure of the FY'85 restricted Trust Funds. . .

COMMUNICATIONS

The library received a letter from Mr. Robert Harrington, supporting the library system and in particular the Dallin Branch. He sent a copy of this letter to the Town Manager. In addition, Mr. Harrington donated $250.00 for the Dallin Branch.

The Library also received a donation of $1,800 from the Allen Family for the Junior Library.

REPORTS

The Construction Bill did not pass the Senate before the end of the year. However, this bill has been refiled in the House. It seems there might also be a Senate version of the bill. There will be a Team Meeting on January 24, 1986 from 9:30 - 11:00 a.m. in Miss Remmert's Office in order to discuss future strategy.

Miss Remmert will write the Library Director's annual report, Mrs. Radochia the Trustee's report.

NEW BUSINESS

Miss Remmert reviewed the 5.5% budget cut and where the cuts are coming from. It costs approximately $36,000 to open Dallin 5 days per week. If Dallin were to close, staff would not be eliminated, but would be moved to the Main Library. Therefore we would still have these personnel costs in the FY'87 budget, and closing Dallin would save approximately $20,000.

The Trustees discussed the problem that they must file a Warrant Article by Monday, January 13, in order to be prepared in case the Finance Committee and the Town Meeting members determine that we will receive a 5.5% budget cut. Mrs. Kass made a motion, seconded by Mr. Fagone: In the event the Dallin Branch is no longer used as a library, the proceeds from alternate uses will revert to the library budget. This motion carried unanimously.

Mr. Walkinshaw made a motion, seconded by Mr. Fagone: The Trustees support a level-funded budget. This motion carried unanimously. Mrs. Radochia and Mrs. Muldoon will meet with the Friends of the Library on Tuesday, January 7, 1986, in order to inform the Friends of the Trustees' position on the level-funded budget.

Mrs. Kass reported that Susan Erickson, a fundraiser for Tufts University, is willing to meet with the Trustees and give advice on fundraising. There will be a meeting on Monday, January 13, 1986 at 7:30 p.m. at Mrs. Kass's home: 25 Kensington Park. All those interested are welcome to attend.

The next meeting is Tuesday, January 14. The trustees will review the art print collection at 7:00 and the public meeting will be at 8:00.

The meeting was adjourned at 10:07 p.m.

Minutes submitted Mary H. White.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, November 12, 1985

The meeting was called to order at 7:45 p.m. by Chairman, Joyce Radochia. Helen Kass, Barbara Muldoon and John Walkinshaw were also present. Nick Minton represented the Friends of the Library; Maryellen Remmert (Director), Mary White (Assistant Director) and Rosalind Kantrowitz were present from the Robbins Library staff. The minutes of October 29, 1985 meeting were approved.

COMMUNICATIONS

The Board welcomed Mary White to the Robbins Library and offered her their best wishes.

Ms. Remmert received a letter from the Massachusetts Board of Library Commissioners informing her that the Robbins Library will receive $24,109.50 in state aid from the Library Incentive Grant.

COMMUNITY TIME

Nick Minton reported that the Friends of the Library sponsored one event since the last Trustee Meeting. This program was held on October 20 in the Reference Room. Mary Jane Gibson spoke about the Library Construction Bill. Approximately 35 people attended this event. Local author, Suzanne Gordon will speak at a program at Fox Branch on November 13. In addition, the Friends are planning a Lecture Series for January, February, and March. More details will be given later.

REPORTS

Ms. Remmert gave the Trustees an update of the Construction Bill that is currently in the House Ways and Means. It is hoped that this bill will go to the floor this week. Hopefully several problems with the wording of the bill can be corrected in the Senate. The House Ways and Means did delete the section on the certification of professional librarians as the library community requested.

Plans for a Building Fund were discussed. The overall consensus was that planning should begin now so that when the Construction Bill passes we will be prepared. The Trusteees agreed to give this serious thought and to again discuss the matter no later than the February meeting.

OLD BUSINESS

Ms. Remmert stated that the Town Manager will meet with all Department Heads by the beginning of next week in order to discuss budgets. Joyce Radochia would like to attend this meeting. Ms. Remmert will receive her budgets back from the Town Manager sometime between November 20 and November 27 so that final budgets canbe submitted to the Finance Committee by December 1. Each department presented

three budgets to the Town Manager--with level funding, 5% cut, and 10% cut. These three budgets were distributed to the Trustees.

Ms. Remmert informed the Trustess of the final plans for the 150th Celebration on Sunday, November 17.

The expenditure of the FY'85 restricted Trust Funds for books was postponed until FY'86 to allow staff to assess the need for collection development in certain areas through the ongoing inventory being conducted during the conversion to automation. Therefore, extra money can be spent during this fiscal year. The following Restricted Funds were voted:

TITLE OF FUND	FY 86 ALLOCATION	
Children's Books	$4,000.	
Fay	670.	
Gruber	1,500.	
Hadley	500.	
Hodgdon	500.	
T. Wellington	60.	
August 5, 1980	1,000.	(for an IBM selectric)
Robbins Print	6,000.	
Robbins Art	6,000.	

A brief discussion followed about the Gruber Fund. Ms. Remmert will check the wording of this trust fund to determine how that money can be spent if we are forced to close the Dallin Branch.

NEW BUSINESS

none

The next meeting will be on Tuesday, December 10 at 7:45 p.m.

The meeting adjourned at 9:00 p.m.

Minutes submitted by Mary H. White.

BOARD OF LIBRARY TRUSTEES

MEETING

October 29, 1985

A special budget meeting of the Board of Trustees was called to order at 7:52 p.m. by Chairman, Joyce Radochia. Charles Fagone, Helen Kass, Barbara Muldoon and John Walkinshaw were also present. Nick Minton represented the Friends of the Library. Maryellen Remmert, Joan Caterino and Rosalind Kantrowitz were present from the Robbins Library staff.

Ms. Remmert presented the three budgets requested by the Town Manager at level funding, a 5% reduction and 10% reduction.

The detail of expenses under all three levels was examined. It was suggested that an explanatory note be included in the budget to explain the increase in the budget for Other Services and the decrease in Otherwise Unclassified.

The cost of utilities at the branches was reviewed. It was suggested that Ms. Remmert review these expenses to insure that sufficient money was budgeted under the 5% and 10% reductions.

The implications for library services under the three levels were discussed.

The Board expressed its agreement with the budgets and service cuts if the library were funded under the three levels. The Board expressed its opposition to the library being funded in FY87 at an amount less than FY86.

Joyce Radochia was directed by the Board to send a letter to the Town Manager expressing the Board's concern that the library budget at a minimun be level funded.

The meeting adjourned at 9:45 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING

OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, October 8, 1985

The meeting was called to order at 7:50 p.m. by Chairman, Joyce Radochia. Helen Kass, Barbara Muldoon and John Walkinshaw were also present. Nick Minton represented the Friends of the Library. Maryellen Remmert, Joan Caterino and Rosalind Kantrowitz were present from the Robbins Library staff.

The minutes of September 4 were approved.

COMMUNICATIONS:

The Finance Committee has directed all appointing authorities to submit budgets by December 1 at three levels of funding: same as present fiscal year, 5% cut and 10% cut.

The Mass. Board of Library Commissioners has given favorable approval to the application for an $11,374 LSCA grant to provide services to the handicapped.

A letter from the Mass. Library Association to the House Ways & Means Committee was reviewed. The letter expressed opposition to the passage of the legislation on library construction funds because of the section which abridges the Board of Library Commissioners' authority to set regulations for the certification of professional librarians.

The Friends of the Library are sponsoring a public meeting on the construction legislation on Sunday, October 20 at 4:00 p.m. Representative Gibson, Bette Pinckney and Bruce Wheltle will be the speakers.

COMMUNITY TIME:

The Friends are sponsoring a brown bag lunch on November 14 at which Arlington author Suzanne Gordon will speak.

The Friends book sale raised approximately $930.

Nick Minton suggested that Trustee goals be printed in the library newsletter. Ms. Remmert stated that space was very limited and the Trustees suggested that it be publicized that the goals would be on file at the Reference Desk.

The Friend's plans for a Readathon were discussed. The Trustees expressed support for the concept of a Readathon and requested that they be informed when details were more specific. The Trustees requested that businesses not be approached for financial contributions.

The 1986 Sunday lecture series will be on January 19, February 9 and March 2.

REPORTS:

The director's monthly report for September was accepted.

Joyce Radochia reported on the interview conducted by the Arlington Advocate with her and Ms. Remmert.

Ms. Remmert updated the Trustees on the selection process for hiring the Assistant Director.

Ms. Remmert reviewed her discussion with Alan McClennen regarding the transfer of the branches to the Redevelopment Board if they should close.

OLD BUSINESS:

The guidelines for staff reimbursement for conferences were voted.

Trustee goals for FY86 were voted.

Ms. Remmert was asked to prepare a report for the December Trustee Meeting on the proposed duties of an art curator.

The Trustees voted $1,800 from the Robbins Print Fund to be divided - $1,500 for Circulating Art Prints and $300 for Non-circulating prints for the Young Adult Room.

Other restricted trust funds will be reviewed at the November Trustee meeting.

NEW BUSINESS:

The Trustees voted that the studio lamp could be stored at the Fox Library by the Arlington Arts Council if its value is under $500.

The Trustees agreed to hold a special meeting on the budget if it needs to be submitted to the Town Manager prior to the November 12th Trustee meeting.

The next regular meeting of the Trustees will be on Tuesday, November 12 at 7:45 p.m.

Minutes submitted by Maryellen Remmert.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MEMORANDUM September 25, 1985

TO: Joan Banks

FROM: MARYELLEN REMMERT, Director

RE: Telephone System

Since my July 29, 1985 memo, several problems with the new telephone system have been corrected. I appreciate your efforts in solving these. Some problems still remain which I hope can be corrected as they have a negative impact on service to the public and are disruptive to staff efficiency.

(1) There are still problems with the night and weekend line (641-4884). I had understood that this line could receive more than one call at a time. However, the staff still feels that they are not receiving as many calls at night as we normally do and these only come in one at a time. Last evening I asked several people to try to call the library at the same time. We put the first call on hold and were unable to receive the second call as the caller got a busy signal.

Later in the evening I had access to three different telephones. I received a busy signal when I attempted to reach the library with the second phone. The library had only my first call on the line.

I cannot emphasize enough how important it is to the library to be able to receive more than one call at a time during the weekend and evenings. Traditionally, nights and weekends have been extremely busy times at the library, both by telephone and in person. Our inability to receive more than one call at a time is a major reduction in service to the public.

(2) I had hoped that we could publicize 641-4884 as the telephone number during the day and evening. However, Heckles and McCoy told me that the multiple lines for 641-4884 do not go into effect until after 5:00 p.m. (and I question whether that actually happens). Thus, only one call at a time can get through on 641-4884 to the Town switchboard during the day. We are thus still forced to publicize a separate day and evening number - which still confuses the public. Is there any possibility multiple lines can be utilized during the day on 641-4884?

(3) Although the Information Desk can get four (4) calls at once now, these are on four separate lines (4303,4300,4301,4302). The Circulation Desk also receives call on 4300,4301,4302,4303. Thus, the telephone rings at both Circulation and Information. The majority of

calls are for Circulation but the Information staff is interrupted from their work because their phone rings also. The Information Desk does need to be able to answer all of Circulation phone lines if Circ. is tied up, but Information does not need these lines to ring at their desk.

Personnel from Henkles and McCoy have suggested that four (4) separate extension numbers be eliminated from the Info Desk line and instead a "hunt" feature be installed for the four needed lines with only one extension number, 4303.

The extensions 4300,4301,4302 should be eliminated from the Information Desk and instead Information Desk should be in the same group pick up as Circulation so they can answer each other phone lines by using *6.

The extension #4303 (Information Desk) should be eliminated from Circulation Desk phone.

(4) The Circulation Desk (4320, 4300,4301,4302) Public Service Office (4304) and Slipping Room (4305) should also be in the same group pick up so that a staff member can answer incoming lines from the three locations.

(5) The Call Back Feature is a nuisance to everyone at the library (staff and public). People studying in the Reference Room have complained how distracting it is to them when the "call back" occurs. Representatives from Heckles and McCoy feel it cannot be eliminated and instead the staff will need to always use Call Park instead of hold.

(6) My line (4310) should be removed from the phone at the Circulation Desk.

(7) The Information Desk phone needs an amplifier on handset for hearing. Staff continually cannot hear the caller.

(8) The phone in the Office at the Fox Library needs to be replaced. Many people (myself included) have experienced difficulty in hearing Fox personnel from that phone. The words are garbled.

(9) If you call 411 and ask for library telephone number you get 646-1000. Can the evening number (641-4884) be added also so the public doesn't need to make a call to 646-1000 and to learn they really need 641-4884. I hate to keep asking for more changes to the telephone system but there are very few benefits the library has gained from the new system. The old system met our needs. The new system has given us features we do not need and which even impede our efficiency and effectiveness in communicating with the public. Library users have complained as well as librarians in other towns about the difficulties they encounter in getting through to the library.

cc: Al Minervini, Coordinator
Data Processing

MINUTES OF THE MEETING
OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, September 4, 1985

The meeting was called to order at 7:50 p.m. by Chairman, Joyce Radochia. Charles Fagone, Helen Kass, Barbara Muldoon and John Walkinshaw were also present. Muriel Mather represented the Friends of the Library. Maryellen Remmert (Director) and Rosalind Kantrowitz were present from the Robbins Library staff.

The minutes of August 6 were approved.

COMMUNICATIONS:

Jay Scherma has resigned to accept the position of Director at the Norton Public Library. Tom Gilchrist has also resigned to accept the position of Assistant Director at the Framingham Public Library.

David Brodeur wrote to express his satisfaction with the new location of the Dallin relief.

John Maher's memo concerning the Dallin Branch Trust funds was reviewed.

Stella Shen's report on her attendance at a management seminar was distributed.

Governor Dukakis and Senator Kennedy sent regrets on the 150th ceremony.

COMMUNITY TIME:

Muriel Mather reported on the Friends' plans for fundraising through a readathon and book sale.

REPORTS:

Ms. Remmert reported that the Town Manager has approved the request to reinstate the Assistant Director's position instead of replacing the Automation Coordinator.

Progress on the automation project was reviewed.Until the Assistant Director is hired, Ms. Remmert will assume overall responsibility for the coordination of the data entry process and some of Tom Gilchrist's duties will be assigned to the department heads.

Ms. Remmert reviewed problems with the passage of the library construction bill. The library community may withdraw its support of the legislation due to a section added by the Joint Committee on State Administration which allows the Legislature or Governor to exercise a veto over any regulation that the BLC might promulgate regarding the certification of librarians. Ms. Remmert met with the BLC and Representative Gibson to discuss this.

Janet Colbert has prepared an Arts Lottery Grant application to purchase language cassettes.

Mike Wright has stated that the roof at Fox will need to be replaced within the next several years at approximate cost of $20,000.

MINUTES OF THE MEETING

OF THE BOARD OF LIBRARY TRUSTEES

Wednesday, September 4, 1985

The meeting was called to order at 7:30 p.m. by Chairman, Joyce Radochia. Charles Capone, Helen Kass, Barbara Muldoon and John Wallstedter were also present. Muriel Nather represented the Friends of the Library. Mary-Ellen Remmert (Director) and Rosalind Kazinovich were present from the Robbins Library staff.

The minutes of August 7 were approved.

CORRESPONDENCE:

Jay Schafer has resigned to accept the position of Director at the Norton Public Library. Tom Gilbride has also resigned to accept position of Assistant Director at the Framingham Public Library.

David Brodeur wrote to express his satisfaction with the new location of the Dallin relief.

John Maher's memo concerning the Dallin Bronze Trust funds was reviewed.

Stella Shea's report on low attendance of a management seminar was distributed.

Governor Dukakis and Senator Kennedy sent regrets on the 150th ceremony.

COMMUNITY TIME:

Muriel Nather reported on the Friends' plans for fundraising through a read-a-thon and book sale.

REPORTS:

Ms. Remmert reported that the Town Manager has approved the request to reinstate the Assistant Director's position instead of replacing the Automation Coordinator.

Progress on the automation project was reviewed. Until the Assistant Director is hired, Ms. Remmert will assume overall responsibility for the coordination of the data entry process and some of Tom Gilbride's duties will be assigned to the department heads.

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Janet Colbert has prepared an Arts Lottery Grant application to purchase language cassettes.

Mike Wright has stated that the roof at Fox will need to be replaced within the next several years at approximate cost of $20,000.

OLD BUSINESS:

Trustee Goals were approved for FY'86.

Additional appropriations from the General Income Fund were approved:

$2,000	contingency for cultural trips
100	volunteer appriciation
100	holidy decorations
1,000	staff development
100	fundraising
100	New Borrower Brochure
300	Quarterly Newsletter

Guidelines for staff reimbursement for conferences was tabled.

NEW BUSINESS:

It was voted to close the library on Friday, November 15, at 4:00 p.m. to allow the library to prepare for a reception that evening for childrens librarians attending an MLA program at Town Hall.

Ms. Remmert asked for direction in preparing a plan for library services. The consensus of the Board was that the strength of the library system is dependent on maintaining a strong central library.

As directed by the Selectmen, Ms. Remmert will contact John Maher concerning warrant articles on the branches and discuss with Alan McClennen the ramifications of leasing the branches.

The Board voted to hold regular meetings on the second Tuesday of the month at 7:45 p.m.

The next meeting will be on October 8, 1985 at 7:45 p.m.

The meeting adjourned at 9:50 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, August 6, 1985

The meeting was called to order at 7:38 p.m. by Chairman, Joyce Radochia. Charles Fagone and Helen Kass were also present. Nick Minton represented the Friends of the Library; Maryellen Remmert (Director) and Rosalind Kantrowitz were present from the Robbins Library staff. The minutes of the meetings of June 11, 1985 and June 27, 1985 were approved.

COMMUNICATIONS:

Mrs. Radochia read a letter from Senator John Kerry stating that he would be unable to attend the 150th Anniversary Celebration.

Ms. Remmert noted that letters of resignation were received from Pat Peterson who is expecting her second child and from Lani Gerson who does not wish to return to work full time when her two year maternity leave ends.

Ms. Remmert stated that she had received a request from James Haberman that the library apply with him for an Arts Lottery Grant to sponsor a lecture series on Arlington Artists. The library's participation would be limited to making the Art & Music Room available for the series. The Trustees agreed to endorse the application.

Ms. Remmert reviewed the wording suggested by Reverend Grady for the sign in the library parking area owned by the First Parish Church.

COMMUNITY TIME:

Nick Minton stated that some informal meetings regarding various Friends projects had occurred since the last Trustee meeting.

REPORTS:

Ms. Remmert stated that the July Director's report would be mailed with

the minutes of this meeting.

Ms. Remmert reported that the Minuteman Library Network had voted to change telecommunications vendors and that the CLSI multiplexor would need to be returned by August 9 to receive 80% credit. She hoped that the new telecommunications equipment would be installed by then; otherwise she would request MLN to reimburse the library for any lost credit due Arlington.

OLD BUSINESS:

The Town Manager signed the requisition forms for the positions in the Information and Circulation Departments.

NEW BUSINESS:

The Goals and Objectives for the Library for FY'86 prepared by the Director were reviewed. Helen Kass moved that these be approved with appreciation and commendation (seconded by Mr. Fagone) and it was so voted.

The Trustee Goals for FY'86 were tabled.

The following Trust Fund Allocations were voted after discussion:

- Reader Printer and microfiche attachment -$4,473 ($1,800 carryover FY'85)
- Foxy-Folks $1,200
- Childrens $5,000
  - RIF - $1,000
  - 150th - $1,500
  - Programming - $1,500
  - Special Needs - $1,000
- Staff Development (Partial) - $1,000
- Local History - $750

Guidelines for staff reimbursements for Conferences and Workshops was tabled.

The next meeting will be on Wednesday, September 4, at 7:45 p.m.

The meeting adjourned at 9:30 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, June 27, 1985

The meeting was called to order at 7:40 p.m. by Chairman John Walkinshaw. Joyce Radochia, Barbara Muldoon and Helen Kass were also present. Don Rickter represented the Friends of the Library; Maryellen Remmert (Director) and Rosalind Kantrowitz were present from the Robbins Library staff.

NEW BUSINESS:

Ms. Remmert reported that Lois McAuliffe had resigned her position as Children's Branch Librarian effective August 1 to assume the position of Childrens Librarian at the Milford Public Library which is closer to her home.

As reported previously Patricia Pluskal, Adult Services librarian will resign in September due to her pregnancy. Vacancies already exist in the Circulation Department and Adult Services Department. Due to the job freeze there will be three (3) full time unfilled vacancies as of September 1 or a loss of 105 hours of staff time per week.

Ms. Remmert stated that with the current vacancies, staff are finding it difficult to maintain Circulation, Reference and Branch services. This will become even more difficult in August and September with two (2) additional vacancies. Ms. Remmert indicated that some service cutbacks would be needed if these positions remained vacant.

After discussion, Mrs. Kass made the motion, seconded by Mrs. Muldoon that the Trustees take all steps necessary to fill all the vacancies. It was so voted. The Trustees requested that Ms. Remmert schedule a meeting between the Trustees and the Town Manager before Ms. Remmert left for the ALA conference.

Priorities for service were then discussed. Mrs. Kass made the motion

seconded by Mrs. Muldoon that in order to preserve the minimum level of acceptable library service, the Trustees require that professional reference service be available during all the hours the Main Library is open to the public. It was so voted.

The Trustees than discussed a realistic schedule for the branches if the vacancies are not filled. The Trustees decided that the schedule be as follows: Fox - Mon. and Wed. 9-5, Friday 1-6 7-9; Dallin - Tues. and Thurs. 9-5. It was the consensus of the Board that for safety reasons two people be scheduled at the branches at all times.

The distribution of Trustees meeting minutes and the director's monthly report was then discussed. The Trustees advised Ms. Remmert that no distribution of minutes should be made until they receive the approval of the Trustees. The monthly director's report is an appendix to the minutes and should be distributed after Trustee approval of the minutes.

All other items on the agenda were tabled until the next meeting, August 6 at 7:45 p.m.

The meeting adjourned at 10:15 p.m.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING

OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, June 11, 1985

The meeting was called to order at 7:50 by Chairman, John Walkinshaw. Joyce Radochia, Barbara Muldoon, Helen Kass, and Charles Fagone were also present from the Board. Nick Minton represented the Friends of the Library; Maryellen Remmert and Joan Caterino were present from the Robbins Library Staff.

The minutes of the May 14 Trustee meeting were accepted.

COMMUNICATIONS

A letter was discussed from a patron complaining that the library did not own a reader printer. Ms. Remmert explained the library's reader printer could not be repaired and that this capital outlay item had been requested for funding in both the FY'85 Trust Fund budget and the FY'86 town budget, but was denied.

Mr. Walkinshaw read a letter from Muriel Mather concerning the appointment of Nick Minton as the Friends observer at Trustee meetings.

REPORTS

The written monthly director's report was submitted.

OLD BUSINESS

The Board was given a demonstration of use of the handicapped ramp with an Access Card.

The Board directed Ms. Remmert to postpone the community library analysis project until the data entry was finished.

The Board directed Ms. Remmert to prepare one policy for the bulletin boards at all three libraries.

The subject of guidelines for reimbursement of staff attending conferences and workshops was tabled until such time as Trust Fund budget considerations are discussed.

It was voted that the Cyrus Dallin relief be installed in the Browsing Area of the Main Library across from the fireplace.

NEW BUSINESS

Mr. Walkinshaw stated that he was willing to remain on the Board when his term expires but not as Chairman.

Joyce Radochia was nominated as Chairman by Mrs. Muldoon: seconded by Mr. Fagone. It was voted.

Helen Kass was nominated as Vice-Chairman by Mr. Fagone: seconded by Joyce

Radochia. It was voted.

Discussion centered on how to make the public aware that library parking in front of the Main Library was courtesy of the First Parish Unitarian Universalist Church since the church owns that land. It was voted to request that the Public Works Department make a sign indicating that fact after consulting with Rev. Grady as to the wording and location of the sign.

It was also suggested that Rev. Grady's permission be sought to make lines to mark the parking spaces.

Suggestions were made of people to contact to take the minutes of Trustees meetings.

Ms. Remmert reviewed the outlook for library services in FY'86 and FY'87. She anticipates another vacancy as of mid July in addition to the two present ones. Since there is a job freeze on positions under the Town Manager, these vacancies cannot be filled. Ms. Remmert indicated that service cutbacks must be considered for the upcoming fiscal year. The Trustees agreed to meet on June 27 to discuss these. Also on the agenda for the June 27 meeting will be requests from staff for Trust Funds, FY'86 Goals and Objectives for the library, Trustee goals for FY'86, Guidelines for Reimbursement to staff for conferences and workshops.

The Trustees will meet on Thursday, June 27 at 7:30 p.m.

It was voted unanimously to go into Excutive Session for the six month performance evaluation of the Director. The regular meeting adjourned at 9:35 p.m. for this purpose.

Minutes submitted by Maryellen Remmert.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, May 14, 1985

The meeting was called to order at 8:25 p.m. by Chairman John Walkinshaw. Joyce Radochia, Barbara Muldoon, Helen Kass, Charles Fagone, and John Walkinshaw were present from the Board; Muriel Mather represented the Friends of the Library; Maryellen Remmert (Director), Tom Gilchrist and Rosalind Kantrowitz were present from the Robbins Library staff.

Mr. Walkinshaw welcomed the two new members to the Board of Library Trustees. Helen Kass and Charles Fagone. He also stated that election of new officers would be held at the June meeting. Mr. Walkinshaw stated that the election of the Chairman of the Board should appear on the June agenda.

COMMUNICATIONS:

John Walkinshaw received a letter from the Governor's Office regarding a Proclamation request (of the library) in honor of the Junior Library's 150th anniversary.

COMMUNITY TIME:

Mrs. Mather reported from the Friends that their annual meeting will be held in the Art and Music Room on Tuesday evening, May 21, at 7:30 p.m. The size of the Board has been increased to nine persons. The agenda of the annual meeting is the election of officers.

REPORTS:

None.

OLD BUSINESS:

Barbara Muldoon reported that the Mary H. Maguire Trust had given 100 shares of (Unitrode) stock to the trust fund of the library.

Mr. Brodeur's request that Cyrus Dallin relief be moved to the Robbins Library was discussed. Helen Kass moved and Charles Fagone seconded the motion "to move the Dallin sculpture from the Dallin Branch Library to the Robbins Library." This was voted unanimously.

A policy statement on travel expenses for staff members to national meetings will be discussed at the next meeting.

Recommended Trust Fund Expenditures were then discussed:

Community Relations

1.	Info-TAP Public	$ 75.00
2.	New Borrower Brochure	$100.00
3.	Quarterly Newsletter	$100.00
4.	Volunteer Appreciation Tea	$ 43.09

Staff Development

1.	Courses (Word Processing)	$200.00
2.	Conference/Travel	$800.00
3.	Internal P/R (Handicapped-sensitivity)	$200.00

All motions to approve the above recommendations were made by Ms. Radochia, seconded by Mr. Fagone and voted unanimously.

Ms. Remmert reported that the handicapped ramp can be opened once a timer is installed to delay the alarm time on the door.

NEW BUSINESS:

The outlook for library services for FY'87 was discussed. The Town Manager has put a freeze on all job vacancies but will discuss library vacancies again with Ms. Remmert because the freeze will affect data entry.

Discussion occurred about the fact that a Junior Page is all alone at the Fox

Branch Library during some supper and dinner hours. Charles Fagone moved and Helen Kass seconded the motion that the Fox Branch be closed for lunch or supper hour if an adult Fox person is not available. The motion was voted unanimously.

Discussion occurred regarding a letter received by Ms. Remmert from Jane Amenyo requesting that the Jr. Library be opened Saturdays (in the summer). Ms. Remmert recommended that the Jr. Library be open one night a week instead to accomodate working parents unable to use the library with their children during daytime hours. The trustees asked Ms. Remmert to poll the staff about Saturday hours during the summer. The Trustees will meet Tuesday, May 21 at 7:00 p.m. to discuss summer hours.

A fact sheet showing the amount of time needed to complete the data entry by January 1986 was reviewed. The Board decided to close two nights a week during the summer at Ms. Remmert's discretion.

The meeting was adjourned by Mr. Walkinshaw at 9:55 p.m.

Minutes submitted by Rosalind Kantrowitz.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, April 16, 1985

The meeting was called to order at 7:55 p.m. by chairperson pro-tem Joyce Radochia. Mrs. Muldoon from the Board was present; Mr. Walkinshaw was absent. Present from the Library staff was Miss Remmert and Mrs. Kantrowitz. Mrs. Mather from the Friends was also present.

VOTED unanimously in favor (on a motion made by Mrs. Muldoon, seconded by Mrs. Radochia) to accept the minutes of the previous meeting with the following corrections:

Page 1, sentence 1 - change to read, ". . .;Mrs. Radochia was absent."

Page 3, COMMUNITY TIME, sentence 1 - change to read, "Mrs. Mather expressed the Friends' desire . . ."

COMMUNICATIONS

Mrs. Radochia received a copy of a letter from the Trustees of the Brewster Public Library asking their senator for support of House Bill 1453, Library Reconstruction.

COMMUNITY TIME

Mrs. Mather reported that the Friends had sponsored two successful events - a brown bag lunch at the Fox Library where Joan Caterino reviewed about 12 books, and an informal lecture on reading and writing by Ann Bernays. The Friends have concluded that the only ventures which seem to be successful are run during the day. Subjects relating to books seem to draw the largest attendances.

The Friends are having a difficult time getting a proper slate of officers. The Friends' annual meeting will be May 21.

REPORTS

Miss Remmert reported that it would cost approximately $25,000 for a new library roof at Fox. Due to the high cost, we will continue to patch rather than replace the roof.

Page hours were reduced in all departments for the remainder of the fiscal year due to insufficient funds.

We are running up to 10 months behind on data entry. Miss Remmert may ask the Trustees to consider shortening summer hours (in addition to Saturday closings) to allow the staff to work on this project. A complete analysis and recommendation will be presented at the May meeting.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, April 16, 1985

The meeting was called to order at 7:55 p.m. by chairperson pro-tem Joyce Radochia. Mrs. Muldoon from the Board was present; Mr. Wallinshaw was absent. Present from the Library staff was Miss Rennert and Mrs. Kantrowitz. Mrs. Mather from the Friends was also present.

VOTED unanimously in favor (on a motion made by Mrs. Muldoon, seconded by Mrs. Radochia) to accept the minutes of the previous meeting with the following corrections:

Page 1, sentence 1 - change to read, ". . . Mrs. Radochia was absent."

Page 3, COMMUNITY TIME, sentence 1 - change to read, "Mrs. Mather expressed the Friends' desire . . ."

COMMUNICATIONS

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REPORTS

Miss Rennert reported that it would cost approximately $25,000 for a new library roof at Fox. Due to the high cost, we will continue to patch rather than replace the roof.

Page hours were reduced in all departments for the remainder of the fiscal year due to insufficient funds.

We are running up to 10 months behind on data entry. Miss Rennert may ask the Trustees to consider shortening summer hours (in addition to Saturday closings) to allow the staff to work on this project. A complete analysis and recommendation will be presented at the May meeting.

We have $10,000 remaining in the FY 85 budget for a multiplexor. Minuteman is now thinking of going with different equipment which could be more expensive. If the money is not spent this fiscal year, it can be carried over.

OLD BUSINESS

The access system for the handicapped ramp has been installed; however, the cards have not yet been received. A portion of the foundation wall was exposed in the process of creating the new ramp entrance. After consultation with Alan McClennen and Mike Wright, Miss Remmert contacted the architect, Mark Mitchell, to inquire why the area had not been parged with cement plaster as called for in the contract. Mr. Mitchell stated that he and Mr. Fenton agreed it would be inadvisable to parge the area as it would not hold up in a New England climate. Miss Remmert will discuss the situation again with Mike Wright.

Mr. Broedur called, and is unhappy that the Cyruss Dallin relief has not been moved from the Dallin Branch to the Main library. He implied that selectman Bob Walsh agreed with him that the relief should be in the main library. The Board of Selectmen, however, had decided to leave this issue to the Library Board. Miss Remmert told him that the Board of Trustees is short two members until the end of April, and a decision will have to wait until the Board is full. We may not be able to move it to a more favorable position at Dallin because of the walls cracking.

NEW BUSINESS

Reclassification of Town employees has been completed. Miss Remmert has written a letter to the Personnel Director explaining her views on the reclassification.

It was a consensus of the Board, regretfully, that May 25, 1985 will be the first Saturday the Library is to be closed for the summer. The pressing problem in Saturday closing this year is data entry and lack of personnel.

The Board will write a thank you letter to the Recreation Department for making the birthday cake for the float for the April 19th parade and to Dick Bowler for providing the flat bed and driver for the parade. A thank you letter will also be sent to the Cemetery Department which provided the artificial grass for the float. The Trustees wish to go on record as thanking Maryellen Remmert, Ossie Mallio, and the other adults who helped with the float for the parade.

Mrs. Muldoon reviewed the Trustees expenditures and noticed that we have used very little of the money set aside for adult programming. The money may be transferred to other categories where it is needed.

Miss Remmert stated that she had registered for the ALA conference in Chicago on July 5-11, as was approved by the Trustees. There will be a pre-conference on fundraising on July 4th and 5th. Miss Remmert expressed her willingness to attend the pre-conference if additional Trust Funds were available to pay the $125 registration fee and the added hotel costs. The Board gave their approval.

The next meeting will be May 14 at 7:45 p.m.

The meeting adjourned at 9:25 p.m.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, March 12, 1985

Chairman John Walkinshaw called the meeting to order at 8:24 p.m. Mrs. Muldoon was also present from the Board; Mrs. Radochia was absent. Miss Remmert and Rosalyn Kantrowitz from the Library staff and Muriel Mather from the Friends were present. Mrs. Hillier and Mrs. Pickney were also present.

Mr. Walkinshaw read Mrs. Hillier's resignation from the Board of Library Trustees:

> It is with sincere regret that I submit my resignation from the Robbins Library Board of Trustees in order to serve on the Board of Selectmen. I truly have enjoyed my fourteen years of service on the board as a member, past chairman, and current vice chairman.
>
> The staff of Robbins Library has my respect as a hard working group, dedicated to high level public service. I trust this dedication will continue. Having worked with five directors and two acting directors, I regret not being part of Maryellen Remmert's new team. She brings a caring, innovative style of leadership to our libraries. May she prosper professionally and personally as our director.
>
> To my fellow trustees I extend deep thanks and best wishes. More important than these best wishes, though, is my intent to persevere in support of the best possible library service for Arlington. I will continue to work for the renovation of Robbins Library, a vital component to the quality of life in our town.
>
> I shall miss being with all of you.
>
> Fondest personal regards,
>
> Janemarie Hillier

Mr. Walkinshaw read the Board's acceptance of Mrs. Hillier's resignation:

> It is with mixed emotions that we accept your resignation from the Board of Library Trustees. We are sad to see you leave the Board to which you have contributed so much over the past 14 years. Your dedication, devotion, thoroughness and zeal will serve as goals worth striving for to those of us remaining on the Board. While there will be someone appointed to fill your chair, no one will be able to take you place in our hearts.

The entrance door to the Junior library does not close, and the door to the Main Library slams shut. Two estimates for repair ($1500 and $900) have been received. Mike Wright feels the $900 estimate which is for installing a visible "door closer" on the door is more practical. Miss Remmert questioned whether the Historical Commission would object to a visible closer since the Library is on the National Register of Historic Places. The Board felt the visible closer would not damage the value of the door. The $1500 estimate was for an invisible closer. It was the consensus of the Board to go with the $900 estimate.

The Comptroller's Office has stated that funds from operating expenses can not be used towards purchasing a reader printer because it is a capital outlay. Rosalyn Kantrowitz is investigating the feasibility of renting a reader printer. The rental fee for the reader printer may be applied to its purchase price.

Miss Remmert asked the Trustees to think about the library's bulletin board policy. There are two policies in effect in the main library, and Fox's policy is different from the main library's policy. Downstairs in the main library, the policy is that only non-profit organizations may post. Upstairs in the art and music department, advertisements for art and/or music lessons may be posted. There was disagreement between Board members regarding policy/policies, and the subject was tabled until the next meeting.

REPORTS

Ms. Remmert reported that the Handicapped Citizens group was very upset with Sarita Jacobson's tour through the building. Rest rooms and the elevator remain a problem.

COMMUNITY TIME

Mrs. Mather expressed the Friends' desire that the Library staff and trustees attend their upcoming pot luck dinner. She also reported that David Hall will be at the Fox Library Sunday afternoon. On behalf of the Arlington libraries, the Friends voted the following last week:

$1,000 - typewriter
$1,000 - towards the purchase of a reader printer
$1,000 - 150th celebration of the Jr. Library
$ 500 - Compton encyclopedia
$ 250 - Shelving for large print books
$ 250 - Prints for Dallin

The Board indicated its indebtedness to all that the Friends are doing.

> To offset the sadness at your giving your official place at our table, we are bursting with pride over your being elected to the Arlington Board of Selectmen on your first try. We know you will make as fine a selectman as you have been a library trustee, and will bring to the Board a unique understanding of the needs and problems of Arlington's libraries.
>
> We send with you our affection and esteem!

The meeting was recessed for a party for Mrs. Hillier.

At 8:50 p.m. the meeting was resumed.

VOTED unanimously in favor (on a motion made by Mrs. Muldoon, seconded by Mr. Walkinshaw) to accept the minutes of the previous meeting as prepared.

COMMUNICATIONS

Ms. Remmert reported that Ann Larson was resigning as "minute taker" for the Robbins Library Board of Trustees. Mr. Walkinshaw asked that it be put in the minutes that Ann had done a good job as secretary.

OLD BUSINESS

Miss Remmert reported that Mr. Broedur suggested that the Cyruss Dallin relief be moved from the Dallin Branch to the Main library to avoid installing special lighting at Dallin. Mrs. Muldoon and Mr. Walkinshaw felt it more appropriate to keep the relief at the Dallin Branch.

VOTED unanimously in favor (on a motion made by Mrs. Muldoon, seconded by Mr. Walkinshaw) that the Board allow the staff to determine the most appropriate location for the Dallin relief, but that it stay at the Dallin Branch.

NEW BUSINESS

The Finance Committee is recommending that part of the automation funding be put into the operating budget. The Library may have to ask the Friends or the Trustees to donate money for the 8th terminal next January.

Miss Remmert explained that the Finance Committee had given tentative approval to her request for a transfer of $8,000 from the Town's Reserve Fund to be used for repairs at the three library facilities. She recommended that the Warrant Article for the automation project be withdrawn at Town Meeting, and the Board concurred.

To offset the sadness of your giving up your official place at our table, we are bursting with pride over your being elected to the Arlington Board of Selectmen on your first try. We know you will make as fine a selectman as you have been a library trustee, and will bring to the Board a unique understanding of the needs and problems of Arlington's libraries.

We send with you our affection and esteem.

The meeting was recessed for a party for Mrs. Hillis.

At 8:30 p.m. the meeting was resumed.

VOTED unanimously in favor (on a motion made by Mrs. Muldoon, seconded by Mr. Walkinshaw) to accept the minutes of the previous meeting as prepared.

COMMUNICATIONS

Ms. Remmert reported that Ann Larson was resigning as minutes taker for the Robbins Library Board of Trustees. Mr. Walkinshaw asked that it be put in the minutes that Ann had done a good job as secretary.

OLD BUSINESS

Miss Remmert reported that Mr. Broeder suggested that the Cyrus Dallin relief be moved from the Dallin Branch to the Main Library to avoid installing special lighting at Dallin. Mrs. Muldoon and Mr. Walkinshaw felt it more appropriate to keep the relief at the Dallin Branch.

VOTED unanimously in favor (on a motion made by Mrs. Muldoon, seconded by Mr. Walkinshaw) that the Board allow the staff to determine the most appropriate location for the Dallin relief, but that it stay at the Dallin Branch.

NEW BUSINESS

The Finance Committee is recommending that part of the automation funding be put into the operating budget. The Library may have to ask the Friends or the Trustees to donate money for the 4th terminal next January.

Miss Remmert explained that the Finance Committee had given tentative approval to her request for a transfer of $5,000 from the Town's Reserve Fund to be used for repairs at the three library facilities. She recommended that the Warrant Article for the automation project be withdrawn at Town Meeting, and the Board concurred.

The meeting was continued downstairs to view the stacks. The Trustees authorized that unused shelving from the basement of the Dallin Branch could be removed for use at the Main Library. The Board requested that the large print book collection remain on the first floor and that shelving be installed in the room by the ramp door only after all other areas had been utilized.

The next meeting will be April 9 at 7:45 p.m.

The meeting adjourned at 10:00 p.m.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, February 12, 1985

Chairman John Walkinshaw called the meeting to order at 8:00 p.m. Mrs. Hillier, Mrs. Radochia and Mrs. Muldoon were present from the Board. Present for the staff was Miss Remmert. Muriel Mather from the Friends was present.

VOTED (unanimously in favor on a motion made by Mrs. Hillier, seconded by Mrs. Radochia) to approve the minutes of the January 8, 1985 meeting as read.

COMMUNICATIONS

Mr. B. J. Rudman submitted his resignation as a member of the Board on January 25, 1985. Miss Remmert has spoken to Mel Kleckner in the Town Manager's Office. She asked that the Manager look for someone to appoint to the vacancy who could lead the fund-raising. Miss Remmert requested that she have the opportunity to talk with the Manager before an appointment is made.

The Trustees have received letters from Newton, Granby and Holden expressing some degree of interest or support in the library reconstruction assistance legislation.

The Board of Library Commissioners has appointed a committee to look at the bill before they give an opinion. Bette Pinckney and Maryellen Remmert will go to Auburn to meet with them.

VOTED (unanimously in favor on a motion made by Mrs. Muldoon, seconded by Mrs. Radochia) to approve a resolution from the Town Treasurer, John Bilafer, to transfer Unitrode shares into the nominee name of Galt & Co.

OLD BUSINESS

Mrs. Mather presented a brochure describing the three spring lectures. The Pot Luck Supper will be held on March 22, 1985. It will be co-hosted by the Trustees and the Friends and chaired by Barbara Hartnett.

DIRECTOR'S REPORT

BUDGET - There are three budgets, the Trustees' approved by the Selectman conditionally, the manager's and the directions from the Finance Committee to put the warrant article into the budget proper. The Finance Committee suggested that you ask for everything this year because there will not be much left for future years. The Finance Committee wants a revised budget.

When the Trustees presented their request for additional funding to the Board of Selectmen, Mr. Lyons asked the Trustees to set priorities on the funds. Of the total $21,000, $14,740 is for personnel. Within that,the sentiment was that most desirable was the up-grading of the senior page position at the Fox to library assistant; next, an increase in the hourly rates for the pages,

and third, a full-time secretary for the Director. Final direction on this will be left to Miss Remmert.

HANDICAPPED ACCESS - The Trustees will consider a brochure.

The Trustees decided to table for now discussion of a Community Analysis update.

VOTED (unanimously in favor on a motion by Mrs. Radochia, seconded by Mrs. Hillier) to give the painting called "My Garden" by Cyrus Dallin to the Smith Museum on permanent loan.

NEW BUSINESS

150th Birthday Celebration of the Children's Library - Grace Greene is asking for $1,500 to apply for a grant as "front money." This would bring three local storytellers into the nine schools over an eight week period in the fall. They would meet with the fourth grades and offer field trips to the Library as well as class room visits. She will contact the PTO Enrichment Council to see about funding from them.

VOTED (unanimously in favor on a motion made by Mrs. Hillier, seconded by Mrs. Radochia) to appropriate $100.00 for the Patriot's Day Parade float from the Library Trust Funds for the 150th anniversary of the first free children's library in continous operation in the United States.

A new logo for the library will be discussed at the next meeting. Other public relations projects may include slide show to highlight the condition of the Library; a quarterly newsletter to be done in-house; and a brochure for new borrowers, also to be done in-house.

Miss Remmert discussed the need for a policy on the types of notices to be posted within the library buildings. The main library has one philosophy and the Fox another. The Trustees recommended that any non-profit organization can post flyers according to certain specifications and that these can be taken down at staff discretion. Miss Remmert will review and write up these policies.

FY 1985 Expenditures - The cost of repairing the building security system will be submitted to the Finance Committee for an emergency transfer.

Personnel - Gwen Holt will stay on two days a week in the Children's Library until her replacement is hired.

The Board will meet with the sub-committee of the Finance Committee on February 19, 1985 and hold its regular monthly meeting on March 12, 1985.

The meeting adjourned at 9:45 p.m.

Minutes submitted by Barbara Muldoon in the absence of the Board's secretary.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, January 8, 198~~4~~5

Chairman John Walkinshaw called the meeting to order at 7:50 p.m. Mrs. Hillier, Mrs. Radochia and Mrs. Muldoon were present from the Board; Mr. Rudman was absent. Present for the staff was Miss Remmert. Don Richter from the Friends was present.

VOTED (unanimously in favor on a motion made by Mrs. Hillier, seconded by Mrs. Muldoon) to approve the minutes of the December 11, 1984 meeting as read.

COMMUNICATIONS:

Miss Remmert received a communication from the Board of Library Commissioners listing projects eligible to apply for a share in the $400,000 available in grants for library construction projects. No project may receive over 50% of its funding from the LSCA. The deadline for grant applications is January 18, 1985. Since we have no new projects which qualify to apply for funding, the letter will be put on file.

Mrs. Radochia received a letter dated November 8 from Mr. Brodeur requesting that the Cyress E. Dallin relief at the Dallin Branch be put in a better viewing position. A second letter in which Mr. Brodeur offered to pay any expenses incurred to improve the lighting and/or position of the relief was received in December. Mr. Walkinshaw asked Miss Remmert to acknowledge receipt of the letters and inform Mr. Brodeur that we are looking into the matter.

COMMUNITY TIME:

Mr. Richter reported that on February 24 at the Fox Library artist Bill Velmure will give a talk entitled, "An Artist Balloon Safari Over Africa". Mr. Velmure will do a painting during the talk. The second speaker in the series will be Professor David Hall of Boston University. His talk on March 17 will be about early colonial history in this area. The third speaker will be Ann Bernays, author of The School Book.

The Friends are also planning a pot luck supper on Friday, March 22 for the Library staff and members of the Friends.

REPORTS

Mr. Walkinshaw's annual trustee report was reviewed.

VOTED (unanimously in favor on a motion made by Mrs. Hillier, seconded by Mrs. Radochia) to accept Mr. Walkinshaw's report as written with one spelling correction.

DIRECTOR'S REPORT:

Miss Remmert reported that estimates for the security system of the handicapped ramp have been received. Two of the estimates are close (American Alarm and SAS), and one (ADT) is twice the amount of the others. With the two lower estimate companies, if a person loses his/her access card to the ramp door, whoever finds the card will have access to use the ramp door. The Board felt that the chance of a lost card being found by someone who would use it to steal from the Library is remote. Miss Remmert will discuss the bids with Mike Wright.

Three estimates ($10,000; $10,000; and $4,082) for the general building security have been received. The company bidding $4,082 would use existing wiring. Miss Remmert will discuss the estimates and wiring with Mike Wright.

NEW BUSINESS:

VOTED (unanimously in favor on a motion made by Mrs. Hillier, seconded by Mrs. Radochia) that we take $300 from Trust Funds to fund the Historical Photography Conservation Project and Grant Application to the Northeast Document Conservation Center.

Miss Remmert reported that Mrs. Spengler asked her if the Library trustees would sponsor the bus trip to the Pops in June. Miss Remmert is checking with the Recreation Department to see if they would like to co-sponsor this trip with the Library.

VOTED (unanimously in favor on a motion made by Mrs. Hillier, seconded by Mrs. Radochia) that Jay Sherma may transfer money allocated for a paperback rack to programs as long as he does not exceed the total figure voted previously for services to senior citizens.

Miss Remmert mentioned that conferences would be coming up this month. Mrs. Hillier will get together within the week with Miss Remmert to discuss projected expenses concerning staff development.

The budget was reviewed and discussed for approximately one hour. It was agreed that John Walkinshaw would present a supplementary budget at the Board of Selectmen's meeting on January 14. The supplementary budget will include requests for raises in the pages' salary scales, the upgrading of the Senior Page position at Fox to that of a permanent part-time library assistant, shelving for basement periodicals and a reader printer. The need for the reinstatement of the Assistant Director position may also be presented to the Selectmen.

The meeting adjourned at 9:20 p.m.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, December 11, 1984

Vice Chairwoman Janemarie Hillier called the meeting to order at 7:50 p.m. Mrs. Radochia and Mrs. Muldoon were present from the Board; Mr. Rudman and Mr. Walkinshaw were absent. Present for the staff were Miss Remmert and Mrs. Kantrowitz. Muriel Mather from the Friends was present.

VOTED unanimously in favor on a motion made by Mrs. Radochia, seconded by Mrs. Muldoon to approve the minutes of the November 13 1984 meeting as corrected. (Page 1, paragraph 7, change "problems with the heating system" to "problems of the heating system".)

COMMUNICATIONS:

Miss Remmert reported receipt of two communications from the Town Hall, one requesting the annual report and the other stating that any warrant articles for Town Meeting must be submitted to the Manager's office by January 4, 1985.

Miss Remmert has prepared a "rough, rough" draft of the annual report. She asked the Board to review and comment on the draft.

Tom Gilchrist and Miss Remmert will work on a warrant article for the automation project. This article will be written for the larger estimate of the automation cost; it can be amended for a smaller amount later if needed.

A third communication was given to Mr. Walkinshaw; he will report on it at the next board meeting.

COMMUNITY TIME:

Mrs. Mather reported that the Friends were pleased with the reception held for Miss Remmert on November 30. Mrs. Mather thanked Miss Remmert for attending the Friend's last board meeting. The book sale raised $465. The Friends would like to have a lecture series, but as yet they have not been able to form a committee or recruit lecturers. The Friends are working on a statement to be posted in the Junior Library asking patrons to consider a donation of $2.00 per person for use of the Museum of Science pass. The statement will explain that passes cost $500/year per pass.

Mrs. Hillier would like at least one paragraph in the Trustee's Annual Report outlining the contributions the Friends have made to Robbins Library. Mrs. Mather agreed to help Mrs. Hillier compose this paragraph.

DIRECTOR'S REPORT:

The Board complimented Miss Remmert on her Director's Report which was submitted in advance of tonight's meeting. Mrs. Muldoon asked if circulation was still down. (Grace Green had reported in September that circulation was down.) Miss Remmert is still working on statistics, but with the exception of the Junior Libraries, circulation is down system-wide. Miss Remmert plans to compare Fox's and Dallin's circulation statistics and compare them to percentages in the Main Library.

Miss Remmert is forming a new staff Public Relations committee.

OLD BUSINESS:

Handicapped Ramp:

We have received an estimate of $2,000 from American Alarm for the purchase of cards, card readers, and an alarm for the handicapped entrance/exit. We will be receiving another estimate comparing the cost of having the alarm ring downstairs versus ringing both upstairs and downstairs. Estimates from two other companies should be received soon.
One drawback to a card/alarm system is that children may run out of the door just to hear the alarm go off. The systems can be turned off so that when the library is closed the cards will not be capable of opening the handicapped entrance.

Miss Remmert explained that other problems may develop concerning the use of the handicapped ramp. Miss Remmert met with the Town's Citizen Advisory Group representing the handicapped to discuss the ramp. Sarita Jacobson who uses a wheelcharir has agreed to take a "dry run" through the access ramp and library. We may need to consider installing a phone downstairs whereby handicapped persons could buzz the staff for help if needed.

The Handicapped Citizens Group will help us draw up eligibility forms for card access to the ramp. Miss Remmert stated that mothers with children in strollers have expressed interest in use of this ramp. The Trustees agreed that its purpose is for the handicapped, not mothers of pre-schoolers.

Miss Remmert questionned how the ramp security system would be funded since there is no more CDBG money available.

VOTED (unanimously in favor) on a motion made by Mrs. Radochia, 2nd by Mrs. Muldoon that the Trustees appropriate approximately $2,100. for the card access and alarm system for the handicapped entrance to the Robbins Library to be taken from Trust Fund money previously allocated to the Checkpoint System.

Mrs. Muldoon asked if there was any miscellaneous Trust Fund money which could be used for duplicating and mailing the letters concerning enabling legislation to other libraries . Mrs. Hillier said there is money available and suggested Mrs. Muldoon and Mrs. Radochia buy the necessary postage and copy services and submit bills for reimbursement.

ANNUAL REPORT:

The board reviewed and commented upon Miss Remmert's first draft of the annual report. Mrs. Radochia asked that she include in the report that Grace Greene served as acting interim director. Miss Remmert mentioned that in her final report she plans to put more emphasis on the 150th anniversary celebration of the children's library. Mrs. Muldoon felt the annual report should indicate the restraints 2½ has put on library services.

Miss Remmert explained that she was trying to convey the staff's frustration in trying to do several major projects plus their regular work. Mrs. Mather suggested Maryellen specify the extra projects. Mrs. Hillier said the report should give an accurate account of the year and therefore would have to reflect some of the difficulties; however the long range benefits of automation could be pointed out.

The Trustee's report is also due in to the Town Manager by January 9.

NEW BUSINESS:

The Friends donated $75 to be spent on Christmas decorations; the trustees authorized $100.

Parking spaces for the staff were discussed. The staff had requested that several spaces around the library be designated for the staff; the spaces near the Children's Library entrance need to be remarked. Mrs. Hillier suggested using a sticker system for library staff.

It was agreed that Miss Remmert could loan to the Smith Museum Cyrus Dallin's "My Garden" painting. This loan will be a "permanent loan".

The next meeting will be January 8 at 7:45 p.m.

VOTED unanimously in favor of a motion made by Mrs. Radochia, seconded by Mrs. Muldoon, to adjourn the meeting at 9:45 p.m.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, November 13, 1984

Chairman John Walkinshaw called the meeting to order at 7:50 p.m. Mrs. Hillier, Mrs Radochia, Mrs. Muldoon, and Mr. Walkinshaw from the Board of Trustees were present; Mr. Rudman was absent. Present for the staff were Miss Remmert, Mrs. Greene and Mrs. Kantrowitz. Muriel Mather and Don Rickter (9:30) from the Friends were present.

VOTED unanimously in favor on a motion made by Mrs. Hillier, seconded by Mrs. Radochia to approve the minutes of the October 24, 1984 meeting.

Mrs. Hillier complimented Grace Greene on her report on the Arlington League of Women's Voter's questionnaire concerning the effects of Proposition 2½.

COMMUNICATIONS:

None

COMMUNITY TIME:

Mrs. Mather reported that the Friends were meeting tonight also. The book sale will be held Saturday, November 17 on the lawn of the Junior Library (weather permitting). Books for donation may be brought to the access ramp door. The reception for our new Director, Miss Remmert, will be held at the Library on November 30 at 6:00 p.m. The library staff and Friends are invited.

DIRECTOR'S REPORT:

Miss Remmert reported that the building is still without a security system. SAS Security Systems inspected the system and made recommendations. They reported that our system is obsolete; it will cost between $2,000 and $3,000 to install new monitors. We will receive a written estimate from the company within a couple of weeks.

The town arranged for E. Puopolo & Son Co. to examine the heating system. We are getting leaks when a blast of heat comes on. The estimated cost for repairs to the heating system is $12,800. Mr. Walkinshaw asked if we were in for a catastrophe if we don't fix it now. Miss Remmert will discuss the problems of the heating system with the Town Manager.

There is a roof leak at the Dallin; the town is contacting the contractor who repaired the roof to have him fix this leak.

Grace Greene had prepared a list of possible solutions for the handicapped ramp, but there are additional problems which have arisen. The slope of the ramp may possibly be too steep; Miss Remmert will discuss this with the architect. We still have security problems with the ramp door. It is a

state law that the door has to be able to be opened from inside. We could install either another Checkpoint system downstairs or an alarm system with cards which would allow people to get out without the alarm ringing. Miss Remmert asked if the Trustees are willing to accept the fact that opening the handicapped ramp now may allow an unmonitored exit. Mrs. Muldoon asked if there were other unlocked doors downstairs. There is one by the public rest rooms; however, it is not visible to the general public. Mr. Walkinshaw feels we should first get the ramp open and then take care of security; Mrs. Muldoon is uncomfortable opening the ramp without security. Mrs. Radochia questioned whether or not the elevator could safely transport a handicapped person. Grace Greene, who was in a wheelchair herself, reported that the elevator is very small when two people (one in a wheelchair and one pushing it) are in it at the same time. Mrs. Kantrowitz said we needed an emergency power system to enable the elevator to be moved to floor level should the main power fail when the elevator is between floors. The Board will delay opening the ramp until Miss Remmert explores the possibility of an alarm system at the ramp door.

OLD BUSINESS:

The bill for the Director's ad cannot be taken out of the town personnel budget. The Trustees will not take it out of their budget; Miss Remmert will discuss this with the Town Manager.

The majority of senior citizens using the library programs are not serviced by other senior programs in Town. Most of the speakers have not charged the Library, but Jay Sherma is running out of speakers to ask without repeating. Miss Remmert explained that she and Jay had thought there was no Trust Fund money available for senior citizens programs this year; however, money has been funded.

Joyce Radochia reported that at the last meeting on enabling legislation efforts were concentrated on the wording of the proposed bill. Bette Pinckney would like the Trustees to send a letter to Library Trustee Boards in other towns that might be interested in library construction and ask the Boards to reply to us.

Voted unanimously in favor of a motion made by Joyce Radochia, seconded by Janemarie Hiller that the Robbins Library Board of Trustees be authorized to communicate with the library trustees of a number of other Massachusetts towns, sending them a letter explaining the purpose of the bill, An Act Establishing the Library Building Assistance Commission. . ., announcing the filing of the bill, soliciting their support, and requesting comments and questions.

NEW BUSINESS:

The Arlington Education Association asked if postcards benefiting the Arlington Education Scholarship Fund could be sold in the Junior Library. It was a consensus of the Board that the project is very worthwhile, but the policy of the Robbins Library is not to sell items for any organization. The Library would be glad to put up a poster stating the purpose of the postcards and where they are being sold.

Joyce Radochia reported that Helen Devine's daughter, Suzanne, would like to catalogue the Winfield Robbins print collection as part of an art project. It would be done during January, 1985 under the supervision of Mr. Fernandes who is affiliated with Williams College. Mrs. Devine asked if Mr. Fernandes could come in and look at the art collection. The Board agreed that they needed a letter of intent informing them of Mr. Fernandez's credentials and the nature of the project.

Miss Remmert received a request to purchase a table from the Dallin Library. The board replied that we are not selling any library furnishings at this time.

Miss Remmert received permission to explore the cost of fixing the software system for the TAP LSCA project.

BUDGET:

The Town Manager requested that step raises and longevity benefits be absorbed within the existing budget. Pages' raises are needed because pages are so underpaid that there is constant turnover.

Overtime will be budgeted at the same amount as last year. The night time differential for non-professional union employees is negotiated into the contract. John Walkinshaw suggested Miss Remmert inform the Town Manager of our need for additional personnel. The circulation and reference departments are understaffed; the Director should have a full time secretary. We should explore upgrading the Senior Page position at Fox to a Library Assistant because of service requirements. The page is sometimes left as the only staff person in the Fox Library.

The Robbins staff will be filling out hourly time inventory sheets accounting for the type of work being performed. This will help clarify the need for additional positions.

The Trustees felt that money appropriated for library materials should be used only for that purpose. Miss Remmert noted that due to insufficiencies in the expense budget in past years, money for such expenditures as building repairs was taken from the book budget.

The Trustees spent a hour discussing the budget which will get its first presentation to the Town Manager on Friday, November 16 (tentative date).

A special meeting for the purpose of discussing the budgets has been set between the Trustees and Miss Remmert for Monday, November 26th at 7:45 p.m.

The next regular meeting will be December 11 at 7:45 p.m.

VOTED unanimously in favor of a motion made by Mrs. Radochia, seconded by Mrs. Hiller, to adjourn the meeting at 10:00 p.m.

MINUTES OF THE MEETING OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, October 23, 1984

Chairman John Walkinshaw called the meeting to order at 7:45 p.m. Mrs. Hillier, Mrs. Radochia, Mrs. Muldoon, and Mr. Walkinshaw from the Board of Trustees were present; Mr. Rudman was absent. Present for the staff were Mrs. Greene and Mrs. Kantrowitz. Elizabeth Thompson, President of the Arlington chapter of the League of Women Voters was present. Muriel Mather and Don Rickter from the Friends were out of town.

The board welcomed their new trustee member, Barbara Muldoon.

VOTED unanimously in favor of a motion made by Mrs. Hillier, seconded by Mrs. Muldoon to approve the minutes of the September, 1984 meeting.

COMMUNITY TIME:

Elizabeth Thompson reported on the League-sponsored tours of the Robbins Library. In an effort to improve and expand library facilities, the League has been working with Bette Pinckney on State enabling legislation. The League is deeply committed to the library and its improvement and is ready to move politically to back legislation. The League Board would like to encourage the Trustees to begin plans for a funding campaign.

Grace Greene reported that Bette Pinckney feels fund raising should begin before the bill is passed. Mr. Walkinshaw pointed out that we can not start fund raising until we have Town support.

REPORTS:

Grace Greene: The new director will start on November 1. We have two new Library staff members: Marie Erwin in the Information department and Ann Sicard in the circulation department. We are now fully staffed, with the exception of the Director, and still do not have time to man all the desks and get the "behind the scenes" work done. In addition to the regular "behind the scenes" work, the staff now has to work on bar coding. All of this becomes even more of a problem when a person is out sick.

Mr. Walkinshaw suggested we consider part-time staffing of certain desks.

It was a consensus of the Board that if we don't have enough personnel to get the "behind the scenes" work done, we will have to cut services at the information desk back to part-time.

Grace also reported that we are having continuing problems with Checkpoint.

After a long delay the teeny beepers arrived; however, all beepers for circulating books had to be returned because the radio codes were printed upside down. The October 8 replacement shipment still has not arrived.

The cords that go from the gates to the walls are pulled out at least once a week because children swing on them.

Grace showed the Trustees the gun to be used for checking out books. The dates printed by this gun are almost illegible. All in all, working with Checkpoint has been extremely frustrating.

On Saturday, September 13, a 13 year old boy was trapped in the elevator for 35 minutes due to a power outage. The custodian had left at 4:00 p.m. and there was no one in the building who could open the elevator door. Fortunately, the engineering service man arrived within a half hour. The child was locked in the elevator on floor level rather than between floors. If the elevator had been between floors, it would have been a more difficult problem. Also, the child looked upon the experience as an adventure. The staff and Board agreed that there could have been serious repercussions if a handicapped or elderly person had been in the elevator. The suggestion was made that the custodian's hours be changed from 7:00 a.m. - 4:00 p.m. to 8:00 a.m. - 5:00 p.m. Mr. Walkinshaw asked Grace to keep a count of the people who come into the library between 5 and 6 this Saturday and to include this figure in her incident report to the Town Manager.

It was a consensus of the Board that the library be closed one hour earlier (5:00 p.m.) on Saturdays as a stop gap measure. Grace will inform the Town Manager of the Board's consensus in her incident report.

Mrs. Hillier said she preferred that the Library be open until 6:00 p.m. with a custodian in the building. Perhaps this would be the year to get some additional custodial time.

TRUST FUND REQUESTS: Janemarie Hillier

Mrs. Hillier feels that all the requests she received are worthwhile and she regrets that the Trust Funds do not have enough money to grant all the requests. (Please refer to "Trust Fund Requests: (1984-85)", and to individual department requests).

The requests from the staff total: $30,891.95. Currently, there is $13,723.05 in the General Income Fund. Mrs. Hillier recommends funding

a total of $6,638.95, of which $950 is to be taken from a restricted fund (the Robbins Print Fund). Her reasons for these recommendations (following the order of Trust Fund Requests 1984-1985) are as follows:

1. $950 from the restricted fund is to be used for circulating prints and for bags to protect the prints. Films and scores should be part of the town budget.

2. The entire computer request is being recommended because the trustees are committed to on-line searching.

3. Mrs. Hillier recommended funding the entire request for Senior Outreach. Mr. Walkinshaw asked if a nominal fee might be charged for senior citizen programs. This will be discussed further at the next meeting with Jay Scherma. Mrs. Greene felt it is generally the Library policy to provide free services: Mr. Walkinshaw commented that the Board sets Library policy.

4. The requested amount from Technical Services included funding of salaries and equipment. Both these items belong under budget funds, not trust funds. Perhaps we could suggest to the Friends that they consider donating equipment (i.e. listening station, book cart, or record rack). Grace said we have a record rack which we could use. Basically, we have enough book carts also, once the security system work is completed.

5. Lawn mowers are items the Town should be funding. Mrs. Hillier will call Mike Wright about a lawn mower.

6. Funding for children's programs and materials for the Special Needs Collection are recommended. No funding is recommended for the 150th Celebration, perhaps the Friends could contribute to this.

7. This request from Fox is for "oldies but goodies" which are unavailable from the Boston Public Library, but the basic program can continue without these special films. Mr. Walkinshaw suggested a donation basket for special "oldies but goodies" films be made available. Grace will speak to Joan about this.

8. The Circulation Department's requests (i.e. new circulation desk and periodical shelving) should be part of the Town Budget.

9. The adult programming budget is recommended; the purchase of a reader printer is not. Mrs. Hillier said the printer should be part of the Town budget.

Rosalind Kantrowitz said the Town Manager will not authorize funding of

TRUST FUND REQUESTS: (1984-85)

		TOTAL
1)	Music and Art	$ 2,750.00
2)	Computers	415.00
3)	Senior Outreach	1,300.00
4)	Technical Services	7,617.95
5)	Custodial Services	430.00
6)	Children's Department	4,600.00 ±
7)	Edith Fox	300.00
8)	Circulation	8,309.00
9)	Information & Adult Programs	5,170.00
		$30,891.95

RECOMMENDATIONS:

1)	Music and Art	Cir. Prints	$ 950.00* Robbins Print Fund Restricted
2)	Computers		415.00
3)	Senior Outreach	$223.95 equip. & 650 Programs	873.95
4)	Technical Services		-----
5)	Custodial Services		-----
6)	Children's Department		2,600.00
7)	Edith Fox		----
8)	Circulation		----
9)	Adult Programs		1,800.00
			$6,638.95

Genreal Income Fund (unrestricted)

$13,723.05
- 5,688.95
$ 8,034.10 balance

$950.00 to be taken from
Robbins Print Fund
(restricted)

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

September 6, 1984

Mr. Donald Marquis
Town Manager
Arlington Town Hall
Arlington, Massachusetts

Dear Mr. Marquis:

Attached is the report of the Search Committee for Library Director, including the rating sheet used and the resumes and cover letters sent by the three finalists.

When polled, the trustees of Robbins Library agreed to approve submitting the report to your office. We shall take formal action on this at the next scheduled meeting of the Board of Trustees on September 11.

We hope you will be pleased with the results of the work of the Search Committee.

Sincerely yours,

Joyce H. Radochia

Joyce H. Radochia
Chairman of Search Committee

(3)

NAME of APPLICANT

	A	B	C	D	E	F	G	H
1	CANDIDATES							
2								
3	1. EDUCATION							
4								
5	--M.L.S							
6								
7	--Additional training							
8								
9	--Professional activ.							
10								
11								
12	2. Experience							
13								
14	--Community relations							
15								
16	--Government relations							
17								
18	--Career ladder							
19								
20	--Building/renovation							
21								
22	--Auto. library systems							
23								
24								
25	3. OVERALL PROFICIENCY							
26								
27	--Communication							
28	a) Internal							
29	b) External							
30								
31	--Financial managment							
32								
33	--Innovation/initiative							
34								
35	--Leadership/accomplish.							
36								
37	--Supervision							
38								
39								
40	4. GENERAL IMPRESSION							
41								
42		0		0	0	0	0	

min. 6 yrs. related library experience
3 yrs supervisory or dept. head
2 or more public library

Each resume is evaluated on the basis of the above criteria, using a scale of 0 [no demonstration or not mentioned] to 5 (highest [illegible]

MINUTES OF THE MEETING OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, September 11, 1984

9/11

The meeting was called to order at 7:56 p.m. by chairman John Walkinshaw. Joyce Radochia, Janemarie Hillier, and John Walkinshaw were present from the Board, Muriel Mather from the Friends of the Robbins Library, and Rosalind Kantrowitz from the Robbins Library staff. Mrs. Radochia said that Barbara Muldoon of 22 Hillsdale Road, Arlington had been appointed to the Board of Library Trustees.

VOTED (unanimously in favor of a motion by Joyce Radochia, seconded by Janemarie Hillier) to approve the August 14 minutes with the following corrections: Page 1, paragraph of line 2 remove "on Town Day". Page 2, paragraph 1, line 2 read"...for the inside flooring beyond the ramp." Page 2, paragraph 7, line 5 should read ..."who..."

COMMUNITY TIME:

Mrs. Mather reported that the Friends book sale will be held on November 17 in conjunction with the First Parish Church Fair.

Mrs. Mather also reported the Friends had prepaid for next year the pass for use at the Children's Museum. It will be suggested that people using the pass consider a donation for this privilege. Wording for the sign is not yet set.

The Friends would like to hold a tea for the new director.

The Friends are also planning a pot luck supper for the Staff and Friends on March 22, 1985.

REPORTS - OLD BUSINESS:

Update on search for new library director:

Three finalists were interviewed on September 10, 1984 between 9 and 12:45 p.m. The Town Manager, Joyce Radochia, and Christine McKay were present. All three candidates performed consistently as they had before the Search Committee. The Manager stated that he felt that all three candidates are well qualified. The cover letter written by the Search Committee to the Town Manager and the evaluation procedure sheet will be included with the minutes of this meeting.

Janemarie Hillier commended Joyce Radochia for the exemplary manner in which she carried out her commitment as chairperson of the Search Committee. Joyce Radochia stated that the Search Committee was a wonderful, cooperative effort. The Town Manager said that he will make his decision within a week or two. The three final candidates were all from Massachusetts. Janemarie Hillier moved that the report of the Search Committee be accepted. Motion was seconded by Joyce Radochia and passed unanimously.

John Walkinshaw reported that B.J. Rudman will investigate whether he can legally lobby the library legislation through the state legislature.

Janemarie reported that she has not yet received the Trustee budget report from Town Treasurer, David Dale.

NEW BUSINESS:

John Walkinshaw stated that the Trustees will await goal setting until a new director is appointed. Trustee budget will be discussed at the next meeting.

The next meeting will be Tuesday, October 9 at 7:45 p.m. The meeting adjourned at 8:35 p.m.

MINUTES OF THE MEETING OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, August 14, 1984

The meeting was called to order at 7:45 p.m. by chairman John Walkinshaw. Joyce Radochia, Bette Pinckney, and John Walkinshaw were present from the Board, Muriel Mather and Don Rickter from the Friends of the Library, Grace Greene (Acting Director), Tom Gilchrist, and Rosalind Kantrowitz from the Robbins Library, and Joan Caterino from the Fox Branch were present. Mrs. Hillier and Mr. Rudman from the Board of Trustees were absent.

Mr. Walkinshaw would like his thanks conveyed to Mrs. Hillier for conducting the last board meeting after he was called out on business.

VOTED (unanimously in favor on a motion made by Joyce Radochia, seconded by Bette Pinckney) to approve the minutes of the July 10 meeting as corrected (correct spelling to Don Rickter).

VOTED (unanimously in favor on a motion made by Joyce Radochia, seconded by Bette Pinckney) to approve the June 26 minutes with the following corrections: Page I, paragraph 6, line 5 to read "Mr. Fenton had previously explained that some of the bar coding will be handled by volunteers. Correct the spelling of Rosyln to Rosalind on pages 1 and 2.

COMMUNICATIONS:

Grace Greene received a thank-you note and contribution for the Children's Library from Mrs. Leaird, a former resident.

COMMUNITY TIME:

It is the consensus of the Board of Trustees that the Robbins Library be closed on Town Day, September 22, 1984. Grace Greene will write a memo to the Town Manager informing him of the Board's consensus.

Mrs. Mather reported that the Friends would like to use the main library on Town Day as a place from which to "funnel" the books outside for sale.

The Friends feel they may have to rescind the pass to the Children's Museum because it is getting too expensive ($500. per pass). Pat Langill will draft a memo suggesting that people who use the pass make a small donation to help offset the cost. Grace Greene will review the wording of the memo.

Waiting for
approval.

REPORTS:

Update on Ongoing Projects:

Grace Greene reported that the Friends have agreed to donate the money for the ramp flooring. The flooring company, W. B. Hauser, will be doing the job. The Board expressed a unanimous thank you to the Friends. The architect has recommended we hold back $2500 from the contractor and pay someone else to finish the job. This money will cover the granite work still needed, and replacing the bushes. The door to the ramp can not be kept locked on the inside; we are working on a way to handle this.

The teeny beepers have just begun to arrive. The company is sending us 6,000 free reference teeny beepers for being so late.

Building security - Grace has sent a memo to the Town Manager saying there is no security at present.

The gutters and leaks at the main library and branches have been fixed.

Marie Began (circulation department, main library) has resigned. A requisition for a replacement has been prepared. Several "in-house" employees are interested in this position.

Tom Gilchrist reported that 4 automation terminals are hooked up and working. We are in good financial shape for this fiscal year (1985). The maintenance cost ($2100) for the 4 terminals will probably be taken out of the operating budget. We may have fiscal problems next year if we add terminals. There will also be a large, one-time bill of about $10,000 when the network blows up the data base. John Walkinshaw felt that we should hold aside budget items until a new Director is hired.

We have 20 resumes (including 5 which just came in) for the Director's position. The search committee agreed upon their top 5 criteria. Four people, one of whom is out-of state and will have a telephone interview, are scheduled for interviews. The committee needs to review the 5 new resumes and to decide whom of the "possibles" will be interviewed. A meeting will be held on Thursday, August 16th at 3:00 p.m. at the Fox Library. Joyce Radochia expressed her thanks to Joan Caterino for providing coffee and cookies at the Search Committee meetings.

A list of questions to be asked the candidates has been prepared for the first interview. The second interview will be less rigid. Department status reports will be part of the job profile given to candidates at the time of interview. Bette Pinckney will prepare the legal profile. The Town Manager feels that we should give him a list of three strong candidates by September 6. Mrs. Mather asked whether or not the committee could have more time if needed. Joyce responded, "yes", but the Town Manager will be leaving on a business trip sometime in mid-September and would like to conduct his interviews before he leaves.

REPORTS:

Update on Ongoing Projects:

Grace Greene reported that the Friends have agreed to donate the money for the ramp flooring. The flooring company, W. E. Hassey, will be doing the job. The Board expressed a unanimous thank you to the Friends. The architect has recommended we hold back $2500 from the contractor and pay someone else to finish the job. This money will cover the granite work still needed, and replacing the plantings. The door to the ramp can not be kept locked at the moment; we are working on a way to handle this.

The heavy bindery books have not begun to arrive. The company is sending us 4,500 free reference library bookplates for being so late.

Building security - Grace has sent a memo to the Town Manager saying there is no security at present.

The gutters and leaks at the main library and branches have been fixed.

Marie Logan (circulation department, main library) has resigned. A requisition for a replacement has been prepared. Several "in-house" employees are interested in this position.

Tom Gilchrist reported that 4 automation terminals are hooked up and working. We are in good financial shape for this fiscal year (1985). The maintenance cost ($2100) for the 4 terminals will probably be taken out of the operating budget. We may have fiscal problems next year if we add terminals. There will also be a large, one-time bill of about $10,000 when the network blows up the data base. John Waldenshaw felt that we should hold major budget items until a new Director is hired.

We have 35 resumes (including 5 which just came in) for the Director's position. The Search committee agreed upon their top 5 criteria. Four people, one of whom is out of state and will have a telephone interview, are scheduled for interviews. The committee needs to review the 5 new resumes and to decide which of the "possibles" will be interviewed. A meeting will be held on Thursday, August 15th at 2:00 p.m. at the Fox Library. Joyce Radochia expressed her thanks to Joan Caterino for providing coffee and cookies at the Search Committee meetings.

A list of questions to be asked the candidates has been prepared for the first interview. The second interview will be less rigid. Department status reports will be part of the job profile given to candidates at the time of interview. Bette Fiacacco will prepare the exact profile. The Town Manager feels that we should give him a list of three strong candidates by September 6. Mrs. Mather asked whether or not the committee could have more time if needed. Joyce responded, "yes", but the Town Manager will be leaving on a business trip sometime in mid-September and would like to conduct his interviews before he leaves.

OLD BUSINESS:

The annual calendar will be discussed at the next Board meeting.

The enabling legislation principally represents the concerns which the legislative team from Arlington expressed. The State has been asked to commit 50 million dollars as a one-time appropriation. Bette Pinckney has prepared a letter of transmittal signed by the Town Manager.

VOTED (unanimously in favor of a motion made by Joyce Radochia, seconded by Bette Pinckney) "That the Board of Trustees authorize the Chairman to sign the letter of transmittal that accompanies An Act Relative to the Construction and Reconstruction of Public Libraries."

The letter will go to three legislators. Bette will continue working on this project even though she will no longer be a member of the Board of Trustees. A letter will be sent to B. J. Rudman asking him to represent the Board on the lobbying committee.

Joyce Radochia reported that the 350th anniversary plans are underway. The committee is trying to reach all parts of the Town to give everyone an opportunity to participate. There is little money available and participants are being asked to "foot their own participation bill".

The celebration will begin in March of 1985. Harvest Day will be in October of 1985. It was suggested that the Board of Trustees might like to finance a project, perhaps something cultural. A decision by the Trustees will be made at a later date.

Grace Greene mentioned that next year is also the 150th anniversary of the first free children's library in the United States, the predecessor of Robbins. Bette Pinckney volunteered to be on the committee which Grace is forming to celebrate this event.

NEW BUSINESS:

The trustees will review the requests for Trustee expenditures at home for discussion at the next meeting.

Tom Gilchrist would like to begin offering data base searching in the library. There is no monthly access charge for service. Customers could be billed for their usage time. The company will allow patrons to make checks out directly to Dialog; the library staff will collect the checks and forward them to Dialog Services. Tom would like to have two people trained to use Dialog at a cost of $145.00 each. He proposed that the money come from Trust Funds. It was decided that funding will be discussed after a new Director is hired.

It is a consensus of the Board that "We are interested in bringing the Dialog Service to Robbins Library."

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VOTED (unanimously) in favor of a motion made by Joyce Radochia, seconded by Bette Pinckney: "That the Board of Trustees authorize the Chairman to sign the letter of transmittal that accompanies An Act Relative to the Construction and Reconstruction of Public Libraries."

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It is a consensus of the Board that "We are interested in bringing the Dialog Service to Robbins Library."

Joyce Radochia would like the Town Manager to appoint a new Trustee as soon as possible. There is at least one person who is interested and capable. Mr. Walkinshaw asked Grace to convey to the Town Manager that the Board is interested in having an active member.

The next meeting will be Tuesday, September 11 at 7:30 p.m. Projects, fiscal 1985 goals and Trustees' budget will be discussed. The meeting adjourned at 9:00 p.m.

* *

THIS WAS BETTE PINCKNEY'S LAST MEETING AS A TRUSTEE MEMBER. JOHN WALKINSHAW THANKED BETTE FOR HER 10 YEARS OF SERVICE AND HER ABILITY TO PUT THINGS INTO PERSPECTIVE FOR THE REST OF US.

AS EXPRESSED BY JOYCE RADOCHIA, "BETTE IS THE 'QUINTESSENTIAL' TRUSTEE".

THANK YOU, BETTE, FROM ALL OF US!

MINUTES OF THE MEETING OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, July 10, 1984

The meeting was called to order at 7:30 p.m. by chairman John Walkinshaw. Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia, Mr. Rudman, and Mr. Walkinshaw were present from the Board. Present from the Library Staff were Rosalind Kantrowitz, Grace Greene (acting Director), and Joan Caterino (Fox); Mr. Rickter from the Friends of the Library and Chris McKay from the Town Manager's office (8:40 p.m.) were also present. Mr. Walkinshaw had to leave the meeting at 7:40 p.m.

The minutes of the previous meeting were reviewed.

VOTED (on a motion made by Mrs. Radochia, seconded by Mrs. Hillier) "To table the minutes of the meeting of Tuesday, June 12th due to confusion as to whether or not "fiscal 1985" should be "fiscal 1984" in the 2nd paragraph, fifth line of the minutes of June 26, 1984." The vote was unanimously in favor.

COMMUNICATIONS:

Mrs. Hillier reported receipt of a bill from the manager of the theater corporation. The bill was signed for payment.

COMMUNITY TIME:

Don Rickter from the Friends of the Robbins Library preferred to hold his comments until later on in the meeting.

REPORTS: (see attached for Acting Director's Report)

Mrs. Greene reported that the automation project is in good shape. Tom Gilchrist is in charge of automation, and Grace has no concerns about the way things are going. Terminals were installed last Friday; a problem with the lines between Arlington and Framingham is being worked on. Training of 3 or 4 Library Staff personnel will be done on August 2 and 3. Those who receive the initial training will in turn train the rest of the Staff.

Bar coding is about 50% completed. Pages and volunteers have been working on this project.

The security system is a mess. Before Mr. Fenton resigned, he reported that the teeny beepers were ordered. The shipment was reported to be incorrect, and a correct shipment ordered. However, neither the incorrect

nor the correct shipment has arrived. Grace is confused about the number of beepers ordered. The only invoice she can find is for 6,000 beepers which is not enough. Mrs. Hillier suggested that we protect the circulating prints first. The value of the non-circulating prints will be destroyed if they are marked for security. At a recent staff meeting, Warren Smith agreed to coordinate the project for teeny beepers. The Town Manager has agreed that the Library may be closed for one day to install the beepers.

Another problem is the access ramp. The lawyer, contractor, and Town Counsel are still "fighting it out". Grace has looked at 3 estimates for flooring, but can not go ahead with ordering it because the funding has not been settled.

Rosalind Kantrowitz reported that the building is not secure. The alarm system has been accidentally going off. The police have notified the Library that they can not keep coming down for false alarms. It was reported the it was too expensive to fix the system. Also, the alarm company claims there is nothing wrong with the alarm. In conclusion, at present we have no security for the building.

Mrs. Kantrowitz also mentioned that she had assumed the ramp door would be locked upon a person's going out the door. This can not be done because of fire regulations. The door needs to be protected to prohibit anyone from walking out of it with books which have not been checked out.

The thirty thousand dollars which was budgeted for the security system has not been depleted yet. It was decided that Grace should arrange for a Checkpoint representative to talk to the staff to determine the ramp door problem and and get a full status report.

The town carpenters gave an estimate of $150 for building bookcases for large print books inside the ramp area. This money should come out of the regular library budget. The carpenters said there is no reason why the bookcases cannot be built before the floor is completed. Mrs. Hillier asked if the Friends would consider providing the $400 needed for tiling the floor of the access ramp room.

OLD BUSINESS:

Update on Search for Director

Joyce Radochia reported on the meeting with Grace Greene, Mrs. Hillier, Bill Schmidt and Chris McKay (see attachment).

A discussion followed regarding advertising. It will cost $600 to put an ad in the New York Times. Mr. Rudman suggested we mail an ad to 200 or 300 libraries in the Northeast.

A non-professional staff representative, Gladys Terzian, has been chosen to participate in the search. The "non-professional" staff would like to be referred to as the "para-professional" staff.

The next search committee meeting to draft expectations, priorities and criteria for the candidates will be July 23, 1984 at 3:30 p.m. at the Fox Library. Mrs. Pinckney will send notices of the meeting.

Mrs. Hillier feels we should begin interviewing the week after Labor Day.

NEW BUSINESS:

It was suggested that the Board develop an annual calendar for fiscal 1985 showing dates by which specific decisions have to be made, i.e. budget, trust fund agreement renewal. Bette Pinckney will prepare a calendar to be discussed at the next meeting.

Mrs. Pinckney mentioned that we need year end accounting of the Town budget and Trust fund expenditures. Mrs. Hillier will have this for the August 14 meeting. On a suggestion by Grace Greene, the Board asked to have budgetary requests from all library departments for the next meeting.

Mr. Rickter expressed concern regarding what was going to be done to prevent another Director from resigning after "such a short while". Mrs. Hillier responded that we have a broadened procedure and involvement for hiring. Also, a "4 year term" is not unique in the Library profession. The board would appreciate any input from the Friends regarding the search.

B. J. Rudman asked Chris McKay to inform the Town Manager that he feels the resumes should be shared with the people involved in the search before the August 15 deadline.

VOTED (on a motion made by B. J. Rudman and seconded by Bette Pinckney) to closed the meeting at 9:05 p.m.

MINUTES OF THE MEETING OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, June 26, 1984

The meeting was called to order at 7:40 p.m. by chairman John Walkinshaw. Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia and Mr. Walkinshaw were present from the Board. Mr. Rudman was absent. Present from the Library Staff were Mr. Gilchrist, Rosalind Kantrowitz (acting Director for this week), and Joan Caterino (Fox); Mrs. Mather from the Friends of the Library and Carolyn Parsons from the League of Women Voters were also present.

The minutes of the June 12th meeting and the Director's Monthly Report were reviewed. The 2nd sentence in the 5th paragraph of the June 12 minutes is to be changed to read, "Mr. Fenton cautioned the Board that approval of the agreement meant that the Board was binding itself to paying the maintenance costs of the network of $10,764.82 for fiscal 1985 since there is no provision in the Town budget for this expenditure."

VOTED (on a motion made by Mrs. Radochia, seconded by Mrs. Pinckney) "To approve the minutes of the meeting of Tuesday, June 12th as amended in the 5th paragraph, and with a spelling correction (sill to still) in the 6th paragraph." The vote was unanimously in favor.

Director's Monthly Report: Mr. Fenton had requested a quote from Barry Roofing for repairing the roof leak at the Dallin Library. Mr. Walkinshaw requested that Mrs. Greene look into this. The Trustees and Library Staff had been unhappy with Barry Roofing's work in the past.

Mrs. Mather stated that she finds it helpful to receive a copy of the Director's Monthly Report before the Trustee Board meetings.

COMMUNITY TIME:

Mrs. Mather reported that at the Friend's meeting of June 25, many people were concerned as to how the Library will operate until a new Director is hired to replace Mr. Fenton who resigned June 29. Some of the "friends" were concerned at the haste of Mr. Fenton's resignation. Mr. Walkinshaw assurred Mrs. Mather that the "chain of command" was in place. Mr. Fenton had previously explained that some of the bar coding will be handled by volunteers. Mr. Gilchrist is in charge of automation and reported that volunteers are now being used. Mr. Gilchrist will be the Robbins Library representative to the Minuteman Library Network.

Mr. Walkinshaw reported that the budget for fiscal 84 is in good shape. All invoices after May 30, 1984 are being charged to fiscal 1985. The Board had no further input or questions regarding budget.

NEW BUSINESS:

Election of Officers for fiscal 1985:

Mr. Walkinshaw was nominated for chairman by Mrs. Radochia; seconded by Mrs. Hillier; all in favor. Mr. Walkinshaw explained that due to his business demands he would need a vice-chairman.

Mrs. Hillier was nominated for vice-chairwoman by Mrs. Radochia; seconded by Mrs. Pinckney; all in favor.

Assessment of Interim Situation:

Grace Greene has agreed to serve as Director-In-The-Interim in addition to her present position in the Children's Library.

The Town Manager feels the Director's position can be filled by October 1, 1984. A "Search Committee" needs to be formed. This committee should consist of all the Trustees, a member of the professional Library Staff (selected by the Staff), a representative from the Friends of the Library, a representative from the Personnel office, a representative from the Town Manager's office, and a representative from the League of Women Voters (i.e. general public). Mrs. Pinckney will contact the League for a representative, and Mrs. Mather will contact the Friends. Mrs. Hillier remarked that anyone expressing an interest in serving on the committee should be aware that there will be meetings during the summer, probably during daytime hours. Mrs. Pinckney agreed to chair the Search Committee until August 21. She presented a report reviewing committee membership, responsibilities, and lead-in to search process. Mr. Walkinshaw agreed to pull the written reports (job description, qualification, description of Robbins Library) together. Mrs. Pinckney would like to have the written work completed by the end of July.

The Library Staff and Friends will have the names and phone numbers of their committee representatives to Mrs. Pinckney next week. The committee should be in place by July 6, and a meeting will be called by July 9.

Mr. Walkinshaw will meet with the Library Staff to discuss Mr. Fenton's resignation and the interim situation. All of the trustees are welcome to attend this meeting. Grace Greene will be on the job as Interim Director next Monday. The trustees will meet with Mrs. Greene on July 2 at 2:00 p.m.

Rosalind Kantrowitz inquired about storage space for large print books. The carpenters refuse to build shelves inside the access ramp area until the floor is finished. Mr. Gilchrist feels this area is currently unable to be used because of the holes in the the floor.

Mr. Walkinshaw reported receipt of a request by a Library Staff member to eliminate telephone renewals for property of the Adult section of Robbins Library. Telephone renewals in this section cause numerous snags, lost time and revenue. There was discussion conerning keeping Library policy the same in all branches and sections of the Robbins. Joan Caterino stated that telephone renewal was not a problem at the branches and would like the branches exempted from this proposal. Grace Greene also would like the Robbins Children's Library to be exempt.

VOTED (on a motion made by Mrs. Hillier, seconded by Mrs.Radochia) "That all library materials be brought in to the circulation desk for renewal." The motion lost, 1 in favor, 2 opposed.

VOTED (on a motion made by Mrs. Radochia, seconded by Mrs. Hillier), "That we eliminate the telephone renewal service policy in the Robbins Library Adult Section only." The motion passed, 2 in favor, 1 opposed. The policy should be published in the Advocate for at least two weeks before going into effect.

The next board meeting will be July 10th at 7:30 p.m.

The meeting adjourned at 8:50 p.m.

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

Tuesday, June 12, 1984

The Board met for dinner at Garron’s Restaurant at 6:45 p.m. The meeting was called to order by Chairman Walkinshaw at 8:00 p.m. in the restaurant. Also present were Mrs. Radochia, Mrs. Hillier, and Mrs. Pinckney. Mrs. Kantrowitz and Mr. Fenton attended for the staff. Mr. Rudman was absent.

The minutes of the May 8th meeting were approved as distributed.

Mr. Fenton did not prepare a written monthly report, having been ill, but promised to mail his report to the Trustees in the near future.

Mr. Fenton reported that he had obtained new quotations on the costs of a closed circuit television system to moniter the entrance door from the new access ramp. After some discussion it was
VOTED: (On a motion by Mrs. Pinckney, seconded by Mrs. Radochia) "To approve the expenditure of up to $1000 for a closed circuit television system for the access ramp door, with the understanding that the expenditure will be part of the Trustees FY’85 Trust Fund Budget."

Mr. Fenton presented the Network Agreement Form for the Minuteman Library Network for FY’85. The contract has been approved as to form by Town Counsel. Mr. Fenton cautioned the Board that approval of the agreement meant that the Board was binding itself to paying the annual maintenance costs of the network of $10,764.81 since there is no provision in the Town budget for this expenditure. After brief discussion it was
VOTED: (On a motion by Mrs. Pinckney, seconded by Mrs. Radochia) "To support the Minuteman Library Network and to authorize Mr. Walkinshaw to sign the FY’85 Network Agreement on behalf of the Trustees."

As Mr. Fenton was sill feeling ill, the Board agreed to adjourn the meeting until Tuesday, June 26th, at 7:30 p.m. in the library.

MINUTES OF THE MEETING OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, May 8, 1984

The meeting was called to order at 7:45 p.m. by chairman John Walkinshaw. Mrs. Hillier, Mrs. Pinckney, Mr. Rudman, and Mrs. Radochia were present. Mr. Fenton was present for the staff and Mrs. Mather (until 8:45 p.m.) and Mr. Don Rickter (9:00 p.m.) from the Friends of the Library.

VOTED (on a motion made by Joyce Radochia, seconded by Bette Pinckney) to approve the minutes of the April 9, 1984 meeting with following corrections: Page 1, 8th paragraph, change April 14 to May 14; Page 3, next to the last paragraph, change May 20 to May 10.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS:

Mr. Ralph Peterson of Ketchum, Inc. presented the fund raising report. This report will be kept confidential for now.

Mr. Fenton received a communication from Diane Canino thanking the Library staff for their help with the Friends of the Library's program series.

DIRECTOR'S MONTHLY REPORT FOR APRIL, 1984

Mr. Fenton reported that the drapery fabric which was originally ordered for the Reference Room is being cut now, and the drapes should be here by the first of June.

The architect for the Access Ramp project, Mark Mitchell, sent a letter to the contractor stating that the granite finish, granite mortor, and landscaping for the access ramp must be completed by May 18, 1984. We have held back sufficient funds to cover the cost of having to pay someone else to finish the job if it becomes necessary.

Frank Duffy Carpet Center has not given us a price for the floor covering. Mr. Fenton is looking into the possibility of tile.

Three quotations were received for a single closed circuit TV camera at the entrance from the Access Ramp. Mr. Fenton recommended going along with the middle bid of $1830. The high bidder suggested adding an intercom. The board agreed that the money for the camera may come out of the unexpended funds for the security system. Mr. Fenton will pursue this project further before a motion is made.

Most of the equipment for the security system has been delivered. Installation is scheduled for May 17. Supplies for the system will not be delivered until the first week of June. Mr. Fenton has written a publicity letter to the Advocate and has asked for volunteers to help install security labels in the books.

The letter "R" for the Fox library was installed in April; however the "R" was larger than the other letters and was removed. Mr. Fenton called Cobra signs of 68 Broadway to determine whether they can do this job and what the cost would be.

The Minuteman Library Network computer is installed at the Framingham Public Library. Electricians have been here, and we should be connected, with training, in mid June. The Wellesley group received a grant of $443,250 to join, so we now have 20 members in the Minuteman system.

OLD BUSINESS

The next step on the Bequest Form is to develop the copy for the inside. Richard Spencer would like a little more direction on this project. John Walkinshaw pointed out that only the top third of the form would be visible when used in a literature rack. Mr. Walkinshaw would like to help on this project.

Mr. Fenton reviewed the status of the delinquent borrowers policy. Eight libraries in surrounding towns have been called; none of them publish names of delinquent borrowers in the paper. Three towns take delinquent borrowers to court; two other towns have dropped this policy due to its high cost and the amount of time and effort involved. John Maher, Town Counsel, recommends publishing names of delinquent borrowers in the Advocate. Mr. Rudman suggested we send delinquent borrowers a serious, credible letter, perhaps under a lawyer's signature. The letter should be sent by certified or registered mail. The value of the materials outstanding is about $20,000.00. Mr. Fenton will continue working on a policy statement.

VOTED (on a motion made by Janemarie Hillier, seconded by B. J. Rudman), to adopt Mr. Fenton's suggested policy regarding Lending of Library Property, "It is the policy of the Robbins Library Board of Trustees that any decision to lend library property of a value greater than $500 must be made by the Board."

NEW BUSINESS:

Mr. Fenton reported that he held a staff meeting in April to address service priorities and to obtain a consensus of the top three priorities in each department. He has met with all departments except the Jr. Library and has had good sessions.

Mr. Fenton would like to discuss annual Board occurrences with one of the Board members in order to develop a "roughed out annual calendar". Mr. Fenton asked that the Board be thinking about its priorities and the fundamental purpose of the Robbins Library. He also suggested that it would be good to have the by-laws filed properly.

It was a consensus of the Board that the Library be closed on Saturdays, beginning the Saturday of Memorial Day weekend and remaining closed on Saturdays until the first Saturday after Labor Day.

Mrs. Radochia asked the nominating committee to find a chairman, vice chairman and keeper of records unless the people who now serve in these positions are willing to continue. Mr. Walkinshaw is willing to continue to serve as chairman under the same conditions as are in effect this term.

Mrs. Pinckney reminded the Board that it must arrive at a consensus of what our goals are before we get into the fiscal year and into developing town budget.

The next meeting (dinner meeting) will be June 12 at 7:45 p.m.

The meeting adjourned at 10:00 p.m.

MINUTES OF THE MEETING OF THE

BOARD OF LIBRARY TRUSTEES

Monday, April 9, 1984

Chairperson pro-tem Joyce Radochia called the meeting to order at 7:40 p.m. Present for the Board were: B. J. Rudman, Bette Pinckney, Joyce Radochia, and Jane Marie Hillier (8:00 p.m.). Peter Fenton, Tom Gilchrist, Grace Greene were present from the Library Staff, and Muriel Mather from the Friends of the Library. John Walkinshaw was absent.

VOTED (on a motion made by Bette Pinckney) unanimously to approve the minutes of the March 20, 1984 with the following corrections: page l, paragraph 3, line 7 - typo - change archiac to archaic; page 2, paragraph 8, line 2 - add Pinckney after Bette; page 3, paragraph l, line 2, replace Frank Duffy with Frank Duffy Carpet Center; page 3, paragraph 3, line 2, replace "this" with the Minuteman Library Network Contract.

VOTED (on a motion made by Bette Pinckney) unanimously to approve the minutes of the April 9, 1984 meeting.

COMMUNICATIONS:

Mr. Fenton reported receipt of a letter from Audrey Kelly of Jean Road thanking the Library for their helpfulness in a paper she was writing. Joyce Radochia expressed the Board's desire to go on record as being pleased with the performance of the Library's staff.

A communication from Mary P. Barry and Evelyn C. Barry to the Board of Trustees contained a check for $50.00 for the library's computer system.

Mrs. Hillier received a letter from Phyllis Rickter, President of the Friends of the Library, thanking the Board for their help in the pot luck supper.

COMMUNITY TIME:

Muriel Mather reported that a speaker will be placed in the front of the room at the Dallin Library to make the movies more audible.

A nominating committee has been appointed to put up a slate of officers at the May 14 annual meeting of the Friends of the Library.

Muriel Mather also reported that about 100 people attended Mr. Stebbin's lecture. Another year lectures may be held at the Fox Library, although this would not take care of the handicapped. Conducting lectures at the Fox Library would save paying a rental fee of $100.

DIRECTOR'S MONTHLY REPORT:

Mr. Fenton asked the Board to review the Sunday hours section of his report. He felt that we would have to come to grips with the very real limits of what we are able to do. The Town Manager plans to open the Library with 2 professional librarians and no custodian. Mrs. Hillier feels it would be remiss in responsibility of the Library to be understaffed and not be able to service the public. She also expressed concern that parents might use the Childrens Library as a "free babysitting" area on Sunday afternoons. Mr. Gilchrist and Mrs. Greene reported that the staff was strongly opposed to opening without a custodian. Mrs. Mather expressed her feeling that opening the Library without a custodian is both an insurance and safety matter.

VOTED (on a motion made by B. J. Rudman, seconded by Bette Pinckney) "That we empower a group to meet with the Town Manager to discuss the Sunday opening, and this group consist of a representative from the Board of Trustees, Director, Member of the Staff, and a representative of the community to explain to the Town Manager why the library can not be open on Sunday at a budget less than $5,338."

Mrs. Mather is willing to be the community representative. Mr. Fenton will set an appointment with the Town Manager.

Board Members will take the report home for review.

MISCELLANEOUS BUSINESS:

Mr. Fenton showed photographs of graffiti taken in the ladies room and young adult area.

The Fox and Dallin Libraries, as well as Mr. Fenton's office, have leaks due to ice build-up in the gutters. Over $1,000 was spent at the Fox Library last year to fix the leaks. The air conditioning system on the roof seems to make it impossible to fix the leaks permanently.

In December of 1982 the Maintenance Department was asked to fix the "R" on the Fox Library. This still has not been done.

Bette Pinckney reported that in February the Board voted to file the generic bill for legislation to provide funding for library renovations. Since then the Manager has suggested that he collaborate with the Board to file this bill.

VOTED (on a motion made by Bette Pinckney, seconded by B. J. Rudman) and unanimously approved "That the Board collaborate with the Town Manager and other concerned agencies and organizations to draft and file the proposed bill on library construction."

PROJECTS:

Mr. Fenton reported that the Reference Room drapery fabric is still not in, and possibly we should pick a different fabric from a different company.

The access ramp is now useable. We have a $1300 quote for a carpet; the architect says that price is too high. Further estimates will be sought.

OLD BUSINESS:

The security system bid has been awarded to Checkpoint and should be installed in a month. Bar coding should be completed by the end of the summer or early fall.

Mrs. Hillier suggested we submit the Bequest Form to an artist. Mrs. Mather will get the name of the artist the Friends hired, and Mr. Fenton will arrange for the artist to take a look at it.

A discussion was held concerning overdue Library materials and late fines. The present procedure is to send a post card reminder of overdue books, etc. If the materials are still not returned, a form letter (bill) is sent stating that failure to return books within 30 days will result in the loss of library card and possible legal action. Mr. Rudman suggested a personal letter (not a form letter) could be sent or a telephone call made. Although Mrs. Hillier has no objection to pursuing delinquent accounts to the full legal measure (small claims court), she disapproves of publishing the names of delinquent borrowers in the Advocate. Mr. Fenton will prepare a draft policy for the Board's review.

Mr. Fenton will draft a lending policy for unused library property for the next meeting.

Mr. Fenton said we should have clear ground rules on job sharing. The Personnel Director for the Town has no position or policy on job sharing. Mr. Rudman said this policy issue transcends Library policy and should be handled by the Town.

NEW BUSINESS:

Mr. Fenton suggested preparing an annual calendar of Board commitments.

Progress on 1984 goals and objectives was reviewed. The Library staff morale issue was discussed, and Mr. Rudman suggested we hold a special meeting with the Library Staff to discuss this.

Mrs. Pinckney reported that on Thursday, May 10 at 9:30 a.m. there will be a meeting of legislators.

The meeting was adjourned at 10:00 p.m.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Monday, April 2, 1984

The meeting was called to order by Chairman Walkinshaw at 7:35 p.m. Mrs. Pinckney, Mrs. Radochia and Mr. Rudman attended. Mr. Fenton, Mrs. Kantrowitz, Mrs. Caterino, Mr. Gilchrist, Mr. Scherma, and Mrs. Greene attended for the staff. Mrs. Mather attended for the Friends of Robbins Library.

The only topic on the agenda was a request by the Town Manager, as a result of questions raised at Town Meeting, that the Board consider ways of restoring Sunday services.

Mr. Fenton distributed a written report giving background information and discussing various options for the Board's consideration.

After some discussion it was agreed that the best way to provide Sunday service was to hire part-time temporary staff, as had been done in the past. Mr. Fenton agreed to inform the Town Manager of the Boards feelings on the matter.

As the Trustee's Warrant Article seeking funds for the shared library automation project was due for debate at Town Meeting, the meeting adjourned at 8:15 p.m.

MINUTES OF THE MEETING OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, March 20, 1984

The meeting was called to order at 7:38 p.m. by chairman John Walkinshaw in the Children's Library. Mrs. Hillier, Mrs. Pinckney and Mrs Radochia were present. Mr. Fenton was present for the staff and Mrs. Mather from the Friends of the Library. Mr. B. J. Rudman was absent.

Minutes of the February 14, 1984 meeting were approved with the deletion of "because it is a special interest bill" from the second sentence, paragraph five.

Mr. David Wallace (Wallace, Floyd Associates) made a final presentation of the building renovation and addition design. His presentation included a model and board drawings. During the presentation concern was expressed by John Walkinshaw that the children's activity area was next to the reading room. Would the children's area be sound proofed so as not to interfere with people trying to concentrate in the reading room? The mechanical system is archaic and everything, except possibly the boiler, should be replaced. Mr. Walkinshaw related Pat Fitzmaurice's concern that the new building would blend in with the old. Mr. Wallace said he felt very good about the visual connection between the two buildings, and the Board agreed after viewing the diagrams. Mr. Wallace took both the model and boards back to his office. Mr. Fenton has copies of the boards.

Mr. Ralph Peterson presented a study of the Fund Raising Potential of Robbins Library. He briefly discussed positive and negative factors and recommendations. It was decided that Mr. Peterson give the results of the investigation to the Board, let the Board read the reports, and return at the April 10 meeting for questions. This study will be the first item on the agenda at the April meeting. The report will be kept confidential until the next meeting.

COMMUNITY TIME:

A copy of the Friend's article which appeared in the Advocate was passed out. The Friends has 20 or more new members. The next lecture in the Friends series will be on Sunday, April 1, 1984. The lecture given by Jim Trelease, "Reading Aloud To Children" was well received - approximately 200 attended.

Mrs. Hillier asked where B. J. Rudman was. Mr. Walkinshaw will contact the clerk's office to see if he has been sworn in yet. The Board is in need of a fifth member.

Joyce Radochia reported that at the last meeting of the 350th Anniversary Committee Mrs. Fitzmaurice made a motion that the committee would dedicate the celebration to the expansion of the Robbins Library system. The planning committee would like all of the organizations in town to participate in this celebration.

VOTED (on a motion made by Mrs. Radochia and seconded by Mrs. Hillier) "We will inform the 350th Anniversary Committee that the Board of Trustees will, when making its plans for fiscal year 1985, consider ways in which we might coordinate our activities with the programs and plans of the celebration".

It was agreed that a thank-you letter will be sent to Mrs. Spengler after the Board receives official notification of Mrs. Spengler's motion.

Mr. Fenton indicated that he received a thank-you note from Rev. Charles Grady for the loan of two display cases. The question was raised by Mrs. Hillier as to whether or not the library has a policy regarding lending property. Mr. Fenton will draft a statement for review at the April meeting. In the meantime, nothing is to be loaned without the Board's approval.

A lengthly discussion commenced regarding the pros and cons of job sharing and possible future repercussions. It was agreed that the Board needs a letter of agreement between the Town and Board that this job could be reassessed at any time and made into one full-time job position. Mr. Fenton will work on the wording of a general policy regarding job sharing.

Mr. Fenton reported his receipt of a letter from Charles Toczylowski stating that he would be glad to meet with the Library Board and Friends to review Trust Fund investments. Mr. Toczylowski's letter will be placed on file.

REPORTS:

Mr. Fenton presented his monthly report. He asked asked Jim Barry, roofer, for an estimate on fixing the leaks in the library. They will come down for an estimate as soon as the weather is better. Library budget may come up at the next Town Meeting. It is the consensus of the Board to concur with the finance committee's recommendation for budget in 1985.

Mr. Fenton reported that we are waiting for another dye lot for the drapery material for the Reference Room. It should be about 4 - 6 weeks.

The security system was discussed in detail. Checkpoint was the lowest bid. Bette Pinckney felt a "show and tell" type presentation of the system and date gun would be helpful. Mr. Fenton will inform the Board of the meeting with the security salesperson, and the Board is welcome to attend.

Mr. Fenton reported that much of the interior work on the access ramp has been done. According to the architect, the edges on the granite blocks are too sharp. The Board feels that the $1531 cost due to the rough edges is the responsibility of the contractor. The Board is unhappy with the junipers installed at the sidewalk edges; the shrubs are not big enough and need to be replaced. Other shrubs are improperly planted.

Mr. Fenton showed carpet samples for the access ramp lobby. Mr. Walkinshaw suggested trying Frank Duffy Carpet Center as he felt it nice to keep business within the town whenever possible. The access room may be opened next Monday, and perhaps the Adovcate would like to take a picture of the first person to use it. It is felt that Barbara LaRoche should be the first one as sort of a thank you for all she has done.

OLD BUSINESS:

The Town Manager has not yet signed the Minuteman Library Network contract. As of the afternoon of March 19, three towns had signed - Bedford, Waltham, and Somerville. The trustees in Framingham will not sign the computer contract until 8 towns have signed. Mr. Fenton explained that we are in a time crunch because the Federal fiscal year expires on September 30, and we must not lose any grant money. The Board had been expecting Mr. Mather to be present to answer questions; however Mr. Mather has approved of and signed the contract.

VOTED (on the motion made by Bette Pinckney and seconded by Joyce Radochia) "I resolve that the Board will give Mr. Walkinshaw permission to sign the Minuteman Library Network Contract as long as the Town Manager finds nothing substantively objectionable in the present form of the Minuteman Network Agreement with the Town of Framingham".

The meeting was adjourned at 10:55 p.m.

Items for next meeting:

1. Fund Raising Potential Study
2. Bequest Form

MINUTES OF THE MEETING

OF THE

EXECUTIVE SESSION

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, February 14, 1984

The Robbins Library Board of Trustees moved into Executive Session at 8:30 p.m. to discuss Mr. Fenton's performance as Library Director since 1980.

Mr. Walkinshaw chaired the meeting which was also attended by Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia, and Mr. Fenton

It was agreed that no formal notes of the discussion be recorded, and no action was taken.

The Executive Session was adjourned at 9:40 p.m.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, February 14, 1984

The meeting was called to order by Chairman John Walkinshaw at 7:34 p.m. in the Director's Office. Mrs. Hillier, Mrs. Pinckney, and Mrs. Radochia were present. Mrs. Kantrowitz and Mr. Fenton were present for the staff, and Mrs. Mather attended to represent the Friends of the Library.

The Board agreed to suspend the regular agenda so that Mrs. Margaret Spengler could participate in a discussion of the bill filed by Senator Richard Kraus, at the request of the Town Manager, seeking reimbursement for the costs of bonding a renovation and addition to the Robbins Library.

The Kraus bill is now in the Joint Rules Committee and will not be released until Town Meeting has voted approval of the bill. The Town feels that the general aproval to seek and receive funds, voted annually at Town Meeting, should cover this bill. The Joint Rules Committee does not agree, so the bill is stuck at least until this Spring when Town Meeting could, presumably, vote approval.

Mrs. Pinckney suggested filing a generic bill - one that would allow any city or town to seek funding for library construction - for the 1985 legislative session. She also pointed out that the Massachusetts General Laws, Chapter 78, Section 16 of 1976 provided enabling legislation for library construction through Title II of the federal Library Services and Construction Act, although the law has never been funded.

Mrs. Spengler reported on a meeting with Senator Kraus to discuss the Arlington bill. The League of Women Voters cannot support the bill. Senator Kraus said that the bill is dead in this session because of the problems raised by the Joint Rules Committee.

After more discussion it was
VOTED: (On a motion by Mrs. Pinckney, seconded by Mrs. Hillier)
"That the Robbins Library Board of Trustees file a bill for the 1985 Massachusetts Legislative Session that provides appropriations for state grants to aid the planning, reconstruction, and construction of public library facilities, and that establishes criteria for state approval of applications submitted by cities and towns for these grants."

The meeting then took up the regular agenda, beginning with COMMUNITY TIME: Mrs. Mather reported that the Don Kent lecture, the first of three in the Friends series, was well received with over 100 people attending. She also reported that Mr. Fenton had attended the recent Friends Board Meeting and had presented the "want lists" of the library staff in response to a request from the Friends for suggestions for projects needing special funding this year. Finally she reminded the Board that the Friends plan to repeat their Pot Luck supper again this year on March 23rd. A committee to organize the event is being formed.

The minutes of the January 16th meeting were approved as distributed.

At 8:30 p.m. the meeting adjourned into Executive Session for the purpose of discussing personalities. The public meeting was resumed at 9:40 p.m.

Mr. Fenton presented his monthly report and reported briefly on the Security System, Reference Room Draperies, and Access Ramp projects.

Mr. Fenton indicated that Mr. John Perry of the Finance Committee had asked to meet with him on Wednesday, February 15th at 3:00 p.m. to review the Board's final budget request. After some discussion it was agreed that the Board did not endorse the suggestion that funding for the automation project in FY '85 be taken from unfilled staff positions. The Board agreed that the $30,000 sought under Warrant Article #72 should be part of the proposed capital outlay bonding. Mr. Fenton agreed to present this position to Mr. Perry on behalf of the Board.

The next regular meeting of the Board was scheduled for Tuesday, March 13th at 7:30 p.m.

The meeting was adjourned at 10:05 p.m.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

January 16, 1984

The meeting was called to order by Chairman John Walkinshaw at 7:30 p.m. Also present were Mrs. Hillier, Mrs. Pinckney, and Mrs. Radochia. Mrs. Mather represented the Friends of the Library and Mr. Fenton represented the staff.

The Town Treasurer, Mr. John Bilafer, attended the meeting to explain the background behind a gift of Unitrode, Corp. stock by Joseph E. Heanue to the Mary McGuire Trust. There was a general discussion of how the Town manages its trust funds and after Mr. Bilafer had responded to a number of questions it was:

VOTED: (On a motion by Mrs. Hillier, seconded by Mrs. Radochia) "To authorize Janemarie Hillier to sign, on behalf of the Board of Trustees, the authorization for the Town Treasurer to transfer the Heanue gift of Unitrode Stock to the nominee name of the Town of Arlington, to wit 'Galt & Co.'". (Copy of form attached.)

At 8:05 David Wallace and Jeff Swenton, of Wallace Floyd and Associates, Architects, joined the meeting to review their plans for the Robbins Library addition and renovation. There was an hour of discussion and questions, and everyone agreed that the plans presented an effective and imaginative solution to the space needs of the library.

The regular meeting of the Board began at 9:00 p.m.

The minutes of the December 13th meeting were approved as distributed.

COMMUNICATIONS: Mr. Fenton read letters of resignation from Larry Domingues, Head of the Art and Music Department, and Mary Wasmuth, Information Librarian. They will both be leaving after February 3rd to take positions as Head Branch Librarians in the Springfield Public Library (Mass.).

Mr. Fenton read a letter from Mrs. Edie Allen who has donated $500 to the Jr. Library to purchase new toys for their collection.

Mr. Fenton also read a letter from Mr. David Grondalski who donated $275 to the Trustees.

Mr. Fenton read a letter from Mrs. Phyllis Rickter, President of the Friends, requesting suggestions for projects that the Friends might consider funding. The letter has been sent to all Departments for their suggesions.

Mr. Walkinshaw read a note from Marilyn Kenney thanking the Board for their retirement gift of a clock.

At this time there was a general discussion about how minutes of the Trustees' meetings should be taken. It was agreed that Mr. Fenton should not have to take minutes since his participation in the meetings should have his undivided attention. There was a consensus that a volunteer or, if necessary, a paid secretary should be found.

REPORTS: The Trustees Annual Report was distributed and a number of editorial comments were made. Mr. Fenton agreed to see whether editorial changes could still be made in the Town's printed Annual Report, specifically to include the insertion of the architect's name in describing the Robbins addition and renovation plans, as well as a paragraph describing the Board's efforts to stramline their meetings.

The Director's Annual Report was accepted as distributed.

Mr. Fenton reported that the security systems bid was being evaluated and described the essential differences of the two major competitors. Mrs. Pinckney suggested that the August 5th Fund, which requires a vote of the Selectmen to expend, be used to help pay for the security system.

Mrs. Mather reported on the lecture series planned for February through April and distributed a news relaease about it. She also reported that the Friends and the Trustees will be hosting a pot-luck supper for the staff on March 23rd.

Mr. Fenton reported that construction of frames for the half-moon windows in the Reference Room would be billed in addition to the original $2998 quoted for the draperies. The cost of the carpentry will be $397.

Mr. Fenton reported that the Access Ramp is substantially complete but that the town and the architect have differences with the contractor over the quality of much of the work. The granite stones have chipped edges and should be rounded somewhat to match the original work, the interior still needs minor finishing, the height of the interior opening paddle is four inches higher than the handicapped code as specified in the architects plans, the shrubs were not well planted, and some of them are inferior plants, etc. Approximately 40% of the funds for the project have been held up pending correction of these matters.

OLD BUSINESS: Mr. Fenton reviewed the calendar for the fund-raising survey. Working back from February 6th, the date that Ketchum's Survey Director, Mr. Campbell, will begin interviews, the final list of interviewees must be ready by January 25th, so that letters can go out before January 28th and follow-up phone calls to schedule interviews can be made the week of January 30th.

A meeting to review the raw list was scheduled for Tuesday, January 24th at Robbins Library at 7:00 p.m.

Mr. Walkinshaw requested that Mr. Fenton prepare a background report on the shared automation project to help him make a presentation before the Finance Committee on Warrant Article 72 on Monday, January 23rd.

The meeting was adjourned at approximately 10:00 p.m.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Tuesday, December 13, 1983

The regular monthly meeting of the Board was called to order by Chairman John Walkinshaw at 8:43 p.m. Mrs. Hillier, Mrs. Pinckney, and Mrs. Radochia were present. Mr. Fenton represented the staff and Mrs. Mather represented the Friends of the Library.

The Minutes of the November 8th and November 23rd meetings were approved as distributed.

Since the Town Treasurer, Mr. John Bilafer, was unable to attend the meeting as planned, Mrs. Hillier reported on her conversation with him pursuant to the matter of transfering certain shares of Unitrode Corporation stock to the custody of the Town Treasurer to be managed with other trust funds. After some discussion it was agreed to postpone formal action pending further clarification from Mr. Bilafer. Mrs. Hillier agreed to contact Mr. Bilafer again.

COMMUNICATIONS: Mr. Fenton read a letter from Dr. Candace Sidner, citizen of the town, who contributed $100 to the Trustees funds - the amount her property taxes had been reduced as a result of Proposition 2 1/2. She expressed the wish for the town to continue to have the benefit of the funds, and expressed confidence that the library would spend the money wisely.

Mr. Fenton reported that the Warrant for the 1984 Town Meeting would be closed on December 19th. The Board requested that Mr. Fenton have an article included to seek additional funding for the ongoing automation project.

Mr. Fenton read a memorandum from the Town Manager requesting annual reports from Town Departments and Boards.

Mr. Fenton read a letter from the Board of Library Commissioners confirming the Town's eligibility for state aid. The town will receive $24,109.50 based on the 1980 Federal census figures at the current rate of $.50 per capita.

REPORTS: Mr. Fenton presented the monthly statistics and a compilation of the first five months of the fiscal year. System-wide use is off somewhat. The Minuteman Library Network bids were opened on the 9th and C.L.Systems, Inc. of Newtonville were awarded the bid. Installation of the computer system in Framingham is expected to begin in February.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, December 13, 1983

The regular monthly meeting of the Board was called to order by Chairman John Walkinshaw at 8:03 p.m. Mrs. Hillier, Mrs. Pinckney, and Mrs. Raduchia were present. Mr. Fenton represented the staff and Mrs. Mather represented the Friends of the Library.

The Minutes of the November 8th and November 23rd meetings were approved as distributed.

Since the Town Treasurer, Mr. John Bilafer, was unable to attend the meeting as planned, Mrs. Hillier reported on her conversation with him pursuant to the matter of transferring certain shares of Unitrode Corporation stock to the custody of the Town Treasurer to be managed with other trust funds. After some discussion it was agreed to postpone formal action pending further clarification from Mr. Bilafer. Mrs. Hillier agreed to contact Mr. Bilafer again.

COMMUNICATIONS: Mr. Fenton read a letter from Dr. Candace Sidner, citizen of the town, who contributed $100 to the Trustees funds - the amount her property taxes had been reduced as a result of Proposition 2 1/2. She expressed the wish for the town to continue to have the benefit of the funds, and expressed confidence that the library would spend the money wisely.

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REPORTS: Mr. Fenton presented the monthly statistics and a compilation of the first five months of the fiscal year. System-wide use is off somewhat. The Minuteman Library Network bids were opened on the 9th and C.L.Systems, Inc. of Newtonville were awarded the bid. Installation of the computer system in Framingham is expected to begin in February.

The Reference Room draperies will be made by the Major Theatre Corp. at a cost of $2,998, below the $3000 limit which would require a public bidding process.

Mr. Fenton reviewed the budget approved by the Town Manager and submitted to the Board of Selectmen on December 1st. The library is recommended for a 5% cut - well in line with budgets recommended for other departments. The Board received the two summary pages in their meeting packets, but at the suggestion of Mrs. Hillier, Mr. Fenton agreed to distribute the detail pages of the personnel accounts as well.

OLD BUSINESS: There was a brief discussion of the plans now being developed by the architects for the renovations to the Robbins building. Mrs. Mather requested that the architects be requested to meet with the Friends of the Library as soon as that would be appropriate.

After a discussion of the interviews with prospective fund raising firms held by Mr. Fenton, Mrs. Hillier, and Mrs. Radochia, it was

VOTED: (On a motion by Mrs. Hillier, seconded by Mrs. Radochia) "To engage the firm of Ketchum, Inc. to conduct a survey to determine the potential for raising private funds in the Town for the building addition and renovation."

After further discussion it was

VOTED: (On a motion by Mrs. Pinckney, seconded by Mrs. Hillier) "To authorize the expenditure of no more than $6500 for the survey."

Mr. Fenton was asked to request that the Town Manager meet with the Board to discuss the strategy for lobbying the legislature in support of the bill seeking state reimbursement for a bond issue as well as general plans for the building project.

Mr. Fenton presented a proposal from a citizen to replace the aging sign at the Dallin Branch. Since the citizen felt strongly that the phrase "Arlington Public Library" be more prominent than "Vittoria Dallin", the Board requested that the offer be refused. The sign will be reproduced by the Public Works Department as it originally appeared.

The hour being late further business was postponed until the first meeting in the new year.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Wednesday, November 23, 1983

The special meeting of the Board was called to order in the Director's Office by Chairman John Walkinshaw at 8:05 p.m. Mrs. Pinckney, Mrs. Radochia, and Mrs. Hillier were also present. Mr. Fenton attended for the staff and Mrs. Mather for the Friends of the Library.

After some discussion it was

VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Radochia) "To send a letter of appreciation and a check for $100 to Larry Domingues, Art and Music Librarian, for assuming major responsibilities beyond regular library duties in order to work out, smoothly and effectively, the many details important to the successful completion of the Trustee's special project, The Community Enrichment Series."

After some discussion it was

VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Radochia) "To purchase from Trust Funds a suitable gift to honor Marilyn Kenney's 36 years of service to Robbins Library."

After some discusson it was

VOTED: (on a motion by Mrs. Radochia, seconded by Mrs. Pinckney) "To approve the expenditure of $6500 and to authorize Mr. Fenton to engage professional fund-raising counsel to conduct a survey to determine the potential for raising private funds for the renovation and expansion of the Robbins Library Building.

OLD BUSINESS: Mrs. Hillier requested that Mr. Fenton contact the architect, David Wallace to find out the status of the renovation and addition planning project.

Mr. Fenton reported that a second quotation on the Reference Room Draperies had been received from Major Theater Corp for #3150. The Board requested that Mr. Fenton pursue that firm to see if the job could be done for under $3000 so that the public bidding procedure could be avoided.

Mr. Fenton briefed the Board on the Town Budget for FY'85. He reported that the Town Manager had recommended restoring the half-time professional position to the budget since it involved a lay-off. Unfortunately, Susan Bailey of the Information Department announced her resignation yesterday. It is unlikely that she will be replaced under the current hiring freeze.

The Board agreed to schedule regular meetings for the second Tuesday of each month for the balance of this fiscal year. The next meeting was accordingly set for Tuesday, December 13, 1983 at 7:30 p.m.

The meeting was adjourned at 9:45 p.m.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, November 8, 1983

The meeting was called to order by Chairman John Walkinshaw at 7:33 p.m. in the Junior Library. Mrs. Pinckney and Mrs. Radochia were also present. Mr. Fenton and Mrs. Kantrowitz attended for the staff and Mrs. Mather attended for the Friends of the Library. Mrs. Hillier joined the meeting at 9:00 p.m.

COMMUNITY TIME: Mrs. Mather reported that the Friends had adopted a two-year budget at their November 1st meeting and that the Friends Board will meet regularly on the first Tuesday of each month in the Junior Library. In establishing their budget priorities the Friends have voted that "...gifts should not include salary items, or expenses reasonably exp[ected to be met by the Town budget, or items for the routine functioning of the library." The Friends also have assumed that staff requests for expenditures that can properly be met from Trust funds will be covered by the Trustees. The Friends stand ready to help in a direct or advocacy position only after normal procedures have failed to produce results. The Friends are also anxious to have one of the library staff designated as the liason to the Friends in order to facilitate communication. Mr. Fenton and Mrs. Mather will meet to discuss this matter.

MINUTES: The minutes of the September 27th meeting were approved as distributed.

COMMUNICATIONS: Mr. Fenton read a letter from the Town Counsel pertaining to reporting all contracts for goods and services in excess of $5000 annually to the State. None exist for the library at this time.

Mr. Fenton read a notice from the Board of Selectmen regarding the solicitaion of funds by public boards and committees.

A letter to the Board from Jane Foley concerning funding a Chapter 1 event was referred to the Friends of the Library at the suggestion of Mrs. Mather.

Mr. Fenton read a letter from Marie Began thanking the Board for funding her participation in a seminar for library support staff.

Mr. Fenton read a letter from a patron complianing about the noise of the printer at the Information Desk computer. He explained that a temporary cover had been made and that a

permanent cover would be ordered.

REPORTS: Mr. Fenton reported that Arlington would act as bidding agent for a cooperative bid for a book theft detection system with the City of Medford and the Town of Winchester.

Mr. Fenton reported that the Minuteman Library Network Agreement for the balance of FY'84 had been signed by the Town Manager and that the bid for the computer system would be advertised by the Town of Framingham shortly.

Mr. Fenton reported that so far only one response had been received for the Reference Room draperies. The price quoted was $5836. Only $3000 had been allocated for the project. Action was postponed until later in the meeting.

A retirement party for Marilyn Kenney will be held at the Fox Library on December 13th from 11:30 until 2:00.

OLD BUSINESS: Mr. Ralph Peterson, Vice-Presidnet, Ketchum, Inc. was introduced. He described the steps necessary for a successful capital fund drive. He described the background and services of his firm and listed the following requirements that are crucial to a successful drive:

1. There must be a strong case for support. That is, the record of service of the institution must justify the request for funds.

2. Major gifts must be available. Typically the top ten gifts should net 50 to 55% of the dollar goal.

3. The Board and Friends must be committed to the project - they must be willing to work for success.

4. There must be strong leadership - people with clout who are willing to use it on behalf of the campaign.

5. There must be a strong sense of urgency to do the project now.

Mr. Peterson indicated that Ketchum, Inc. would be able to complete such a survey including a substantive final report in about two months for a fee of $6500. The final report would include the direct findings of about 45 to 50 interviews, with anonymous quotations, observations and conclusions drawn from the interviews, and recommendations for what to do next. He left literature for the Board to review.

After Mr. Peterson left, the Board decided to table the decision on the Reference Room Draperies pending an investigation of possible alternative companies by Mrs. Hillier.

Mr. Fenton discussed the present plans for the FY'85 Town Budget. All Town Departments have been asked to present budgets showing a 5% reduction over FY'84 funding. Mr. Fenton pointed out that the cost of running the Dallin Branch is exactly 5% of

the budget this year.

Further business was postponed to the next meeting, to be held on November 14th. The meeting was adjourned at 10:28 p.m.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Tuesday, September 27, 1983

The second September meeting of the Board was called to order at 7:38 p.m. by Chairman John Walkinshaw. Mrs. Hillier, Mrs. Pinckney, and Mrs. Radochia were also present. Mr. Fenton and Mrs. Kantrowitz attended for the staff, and Mrs. Mather attended for the Friends of the Library.

COMMUNITY TIME: Mrs. Mather reported that that the Friend's Town Day Book Sale grossed $1,350 - some $200 more than in 1982.

MINUTES OF THE PREVIOUS MEETING were approved with the correction of striking "in honor of" in the first line of the second paragraph, and substituting the words "to observe."

COMMUNICATIONS AND MISCELLANEOUS BUSINESS: Mr. Fenton read a letter from Marilyn Kenney, Head of the Circulation Department announcing her intention to resign effective January 3, 1984. She will have completed 36 years with the library and the Board agreed that a gift would be most appropriate.

Mr. Fenton read a letter from Mr. James Earls to the Town Manager announding his resignation from the Board. Mr. Fenton reported that the Town Manager had asked him to request that the Board members contact him with suggestions for a replacement. Mr. Charles Fagone and Mrs. Barbara Muldoon have expressed interest in the position. The Board suggested that the Manager might wish to consult the list of citizen volunteers kept in the Selectmen's office.

Mr. Fenton requested that Mrs. Kantrowitz provide written reports from all staff who worked Town Day concerning their observations of the happenings of the day, together with recommendations for future Town Days.

REPORTS: Mr. Fenton reported that he will be meeting with the Director of the Winchester Public Library to see whether a coordinated bid for a security system would be advantageous. The Board made it clear that the first items to be protected by the new system must be art prints since the funding will be from art endowments.

Mr. Fenton reported that he had drafted a letter to several local firms requesting quotations on the Reference room draperies. The Board requested that the firm of Cherny and Sons be contacted.

The Bequest Form proposal was tabled until the next meeting.

OLD BUSINESS: The FY'84 Trust Fund Budget was reviewed. The following decisions were reached:
1) Landscaping: seek advice from Mike Wright of the Properties and Natural Resources Department to develop a list of needed shrubs.
2) Building Fund: Mr. Fenton was requested to arrange for a professional fund-raising firm to advise the Board on a necessary budget for a major fund-raising drive. No other action taken.
3) National Library Week: postponed to next meeting.
4) Staff Development: After some discussion it was

VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Pinckney) "To approve a budget of $1300 for staff development for the balance of the fiscal year."

Drafts of a revised Overdue and Fine Policy were discussed. The Board requested that the wording of paragraph three be reviewed by Town Counsel and postponed action until the next meeting.

Drafts of a revised Teacher Loan Policy were discussed. The Board suggested some editorial changes and requested the staff tok review same prior to the next meeting when approval would be voted.

NEW BUSINESS: Mrs. Pinckney suggested that the Board invite various community groups to meet with the Board to discuss mutual library concerns. She read the draft of a letter and the Board agreed to approve the concept and take appropriate action at its next meeting. A copy of the draft is appended to the minutes.

The Board commended Lani Gerson on her stimulating display on Banned Books and asked that a copy of the minutes be sent to Lani by way of acknowledging her fine efforts.

Mr. Fenton briefed the Board on the prospects for the FY'85 Town budget. The Town Manager has requested Department Heads to prepare the consequences to level funded budgets, budgets cut 5% and budgets cut 10%. Mr. Fenton reported that the Town Manager has asked that he meet with the Selectmen to discuss the budget on either October 17th or October 24th. He also reported that he plans to discuss the budget with the Library Department Heads and with the full staff at meetings next week.

NEXT MEETING: Tuesday, October 11, 1983 at 7:30 p.m.

ADJOURN: The meeting was adjourned at 10:00 p.m.

OLD BUSINESS: The FY'94 Trust Fund Budget was reviewed. The following decisions were reached:
1) Landscaping: seek advice from Mike Wright of the Properties and Natural Resources Department to develop a list of needed shrubs.
2) Building Fund: Mr. Fenton was requested to arrange for a professional fund-raising firm to advise the Board on a necessary budget for a major fund-raising drive. No other action taken.
3) National Library Week: postponed to next meeting.
4) Staff Development: (After some discussion it was

MOVED/On a motion by Mrs. Milliken, seconded by Mrs. Pinchney) "To approve a budget of $1000 for staff development for the balance of the fiscal year."

Drafts of a revised Overdue and Fine Policy were discussed. The Board requested that the wording of paragraph three be reviewed by Town Counsel and postponed action until the next meeting.

Drafts of a revised Teacher Loan Policy were discussed. The Board suggested some editorial changes and requested the staff to review same prior to the next meeting when approval would be voted.

NEW BUSINESS: Mrs. Pinchney suggested that the Board invite various community groups to meet with the Board to discuss mutual library concerns. She read the draft of a letter and the Board agreed to approve the concept and take appropriate action at its next meeting. A copy of the draft is appended to the minutes.

The Board commended Lori Curran on her stimulating display on Banned Books and asked that a copy of the minutes be sent to Lori by way of acknowledging her fine efforts.

Mr. Fenton briefed the Board on the prospects for the FY'95 Town budget. The Town Manager has requested Department Heads to prepare the consequences in level funded budgets, budgets cut 5% and budgets cut 10%. Mr. Fenton reported that the Town Manager has asked that he meet with the Selectmen to discuss the budget on either October 17th or October 24th. He also reported that he plans to discuss the budget with the Library Department Heads and with the full staff at meetings next week.

NEXT MEETING: Tuesday, October 11, 1993 at 7:30 p.m.

ADJOURN: The meeting was adjourned at 10:00 p.m.

DRAFT: INVITATION TO ORGANIZATIONS:SHARE INTERESTS/CONCERNS RE LIBRARIES

The Board of Trustees of the Robbins Library hopes to sharpen its knowledge of community consensus on issues affecting library service in Arlington. To hear as many viewpoints as possible, the Board is inviting organizations in town to send a representative to a Board meeting to talk to Board of Trustees.

The Board has provided time for community input at the beginning of its regular meeting scheduled for the first Tuesday evening in each month. The meetings are planned to begin at 7:30 p.m.

The Board invites your organization's representative to attemd the Board meeting on ____________________-
date

At that time the Board will hear the views of your organization on one or more of the matters listed below or on an issue of your choosing Please inform the library director (643-0026) or the Chairman of the Baard, John Walkinshaw (Tel:643-1634) whether your representative will attend this meeting and what issues you wish to address. It is important that you let us know at least one week before the meeting.

We look forward to hearing your views.

Sincerely

ISSUES
Fund raising
Service days and hours
Goals /objectives for FY 85
Continuation of Branch service
Cost-effective automation
User fees
Collections to meet public needs or public interests
Adequate budgetary allocations
Programming: necessity or luxury
Public library=public school relations

Art Association
Boys and Girls Club
Ldague of Women Voters
Women s Club
Knights of Columbus
Friends of the Drama
PTO's
Hospice Care
Kiwanis
Students against Drunk Driving
Action for Nuclear Disarmament
Youth Visit Exchange
Arlington Committee
Arlington Concerned Citizens
Youth Tennis Association
BaHA"I Spiritual Assembly
Boy Scouts
Girl Scouts
Visiting Nurse
Irish American Cllub
Afro American Society
Catholic Drama Club
Symmes Hospital
Pop Warner Football Assoc.
Fraternal Club
Lions Club
Chamber of Commerce
Council on Aging
Historical Commission
Philharmonic Society
Veteran Clubs
R otary
Performing Arts Parents Assoc
Zonta Club
Men's Lodge-Sons of Italy
Parent Connection

Catholic Wpmen's Club
Arl. Seniors Assoc
Fair Housing Assoc
Civil Rights Committee
D.A.R
Forever Young Club
Assoc. of Retired Persons

Churches

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Thursday, September 15, 1983

The meeting was called to order by Chairman Walkinshaw at 7:30 p.m. Mrs. Hillier, Mrs. Pinckney, and Mr. Earls were present. Mrs. Radochia was absent. Mr. Fenton and Mr. Domingues represented the staff. Mrs. Mather represented the Friends of the Library.

Mrs. Pinckney served cake and coffee to observe the first anniversary of the letter R that is missing from the word Library on the Fox Branch sign. The formal meeting began at 8:00.

COMMUNITY TIME: Mrs. Mather reported that the Friends of the Library are off to an active start this year with new officers, a new set of by-laws, and growing membership. Mrs. Mather also asked for the trustee's views on how the Friends could help the library and the Trustees. She also reported that the book sale on Town Day has been energetically organized by the Warshafskys. Mr. Walkinshaw thanked Mrs. Mather and expressed the hope that the Trustees and Friends can sustain open communication this year. Mr. Fenton announced that Louise Sullivan would no longer be representing the staff at Friends meetings. He will ask the staff for a volunteer to replace her.

MINUTES OF THE PREVIOUS MEETING: The minutes of the July 26th meeting were approved as distributed.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS: While the Board members signed various invoices for purchases from the Trust Funds, Mr. Fenton read several communications.

Joan Caterino wrote the Board expressing her thanks for the $600 voted for the Fox Branch at the July meeting and reported that she had ordered three folding tables to replace ones that have worn out. She also reported ordering four rental feature films to be shown next February in the Friday "Oldies and Goodies" series.

State Senator Kraus wrote a letter of recommendation for Mr. Joseph White who had applied to aid the Board in fund raising efforts for the library renovation project.

Mr. Earls announced his intention to resign from the Board, effective at the close of the meeting, for personal reasons. The Board expressed their appreciation of his years of service and wished him well. Mr. Earls said that he would send a letter to the Town Manager with a copy to the Director for the official records.

REPORTS: Mr. Fenton summarized his report for July and August. A copy is attached to the official file minutes. Topics covered included revised administrative practices; the formation of staff committees for revising the Library/Community Analysis Study of 1978, automation, and collection analysis; progress on the Access Ramp; circulation trends; use of the microcomputers by various library departments; and the state of the Minuteman Library Network. Mr. Fenton pointed out that signed agreements with the Network will be due by October 21st, and the Board received copies of the current draft of the agreement. The Board were also given a report by the librarian of Lincoln that outlines the history of the MLN, and answers some fundamental questions about the project.

OLD BUSINESS: The Trust Fund item was postponed to the next meeting so that Mrs. Hillier could meet with Mr. Fenton to clarify several questions.

After some discussion it was

VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Pinckney) "The Town Treasurer is hereby delegated the authority to invest and re-invest all trust funds held by the Board of Library Trustees as Trustees for the maintenance of and care of the Robbins Library in the Town except as specifically limited in any of said trusts and further authorize the Town Treasurer to invest all or any part thereof in an institutional fund, common fund or pooled fund pursuant to Chapter 180A of the General Laws provided however that the Treasurer shall forward copies of all written reports, including reports provided by the investment advisor, and shall meet at least semi-annually to discuss overall investment strategy with the Board. This vote shall expire on March 1, 1984."

After some discussion it was agreed that Mrs. Hillier and Mrs. Pinckney will meet to discuss the proposed bequest form and will prepare a report for the October meeting.

NEW BUSINESS: Mrs. Pinckney presented a motion that would insure that the official minutes of the Board meetings contain a summary of all topics discussed, and any items distributed. After some discussion it was

VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Hillier) "That facts pertinent to the board's continuing statutory responsibilities or current goals, and presented orally during a Board meeting, should be summarized by topic and made a part of the minutes of that meeting."

Mrs. Pinckney also initiated a discussion of the Board's need for detailed reports on major library projects throughout the life of each project. No formal action was taken, although there was agreement that more detailed reports are necessary.

NEXT MEETING: The next meeting was set for Tuesday, September 27, 1983. The October meeting date was set for Tuesday the 11th.

ADJOURN: The meeting was adjourned at 10:00 p.m.

Peter Fenton
Secretary Pro-tem

ROBBINS LIBRARY

Goals and Objectives for FY'84

July 27, 1983

1. GOAL: To provide library services and collections that meet the informational, cultural, and recreational needs of the community.

OBJECTIVES:

1. To acquire reliable data on the long and short range needs of the community for library services and collections by updating the 1978 community survey.
2. Develop and implement policies and procedures to insure timely provision of popular materials.
3. Provide programming consistent with the needs of the community.
4. Continue to develop a strong information center for the community.

2. GOAL: To increase management effectiveness by maintaining a high standard of administrative performance that will promote teamwork, efficiency, productivity and service.

OBJECTIVES:

1. Provide opportunities for staff development.
2. Assess staff positions in terms of work load and the need for career ladders.
3. Improve staff morale.
4. Strengthen internal and external communications.
5. Increase staff involvement in library planning and decision making.

3. GOAL: To improve the quality of the collections to meet professional standards and the changing needs of the public.

OBJECTIVES:

1. Analyze the present collections using the program developed by ALA and implemented recently at the Concord P.L.

2. Develop a method to allow for on-going evaluation of the collections on an annual basis to be used in allocating budgets among the several branches and departments.

3. Protect and preserve the collections and equipment by installing an electronic security system.

4. GOAL: To improve the internal operations of the library in order to concentrate resources on library service programs.

OBJECTIVES:

1. Develop procedures to monitor the budget more closely.

2. Modernize procedures for executing routine operations utilizing automation where appropriate.

3. Continue to develop a coordinated system for use of volunteers.

4. Improve access to the resources available at Robbins Library.

5. GOAL: To improve the library facilities.

OBJECTIVES:

1. Complete planning and architectural work.

2. Determine budget required for complete renovation and addition.

3. Devise and implement a systematic plan for public and private fund raising.

6. GOAL: To expand and intensify the public relations effort.

OBJECTIVES:

1. Develop publicity to emphasize the range of library services.

TRUSTEE WORKSHEETS

	Recommendation	Voted
uilding Fund		
eference Room Curtains	✓ $ 3,000.00	3,000
* Landscaping		
* Automation	✓ 12,000.00	12,000
* Security System	✓ 30,000.00	30,000
Local History Project		
Adult Programming	✓ 1,800.00	1,800
Employment Resource Center	✓ 2,500.00	2,500
YA Programming	✓ 400.00	400
Maintenance		
Senior Programs	✓ 650.00	650
Circulation Dept.		
Children's Services	✓ 2,065.00	2,065
Art & Music	✓ 5,500.00	5,500
Edith Fox	✓ 600.00	600
Dallin		
Total	$28,515.00 + 30,000.00 $ 58,515.00	58,515

SUGGESTIONS

1. Establish a Building Fund as a separate fund in preparation for fund raising efforts and requests for matching building funds.

2. Landscaping - Try to secure public funding such as Trees Please.

3. Automation - Make the release of any funds for automation contingent upon a full presentation of Arlington's part in the project by Director of the grant.

4. Security System - There are two possible methods for funding this project:(1.)Take ½ from the book budget and ½ from Robbins Print Fund. (2.)Take entire $30,000. from Robbins Print Fund.

5. Employment Resource Center - Take the additional $2,500.00 from the periodical and book budget.

6. Maintenance - Requests for a lawn mower and vacuum cleaner should be part of our regular budget.

7. Senior Programs - The additional request for $250. should be taken from the book budget.

8. Circulation Dept. The items requested should be part of our regular budget.

9. Children's Services - The $150. request for a paperback book rack should be taken from regular budget and the $1,000. request for the Special Needs Collection should be funded partly from the regular budget ($100) and partly from the Children's Book Fund or any other restricted Trust Fund. ($900). ~~(i.e., that part of the request that relates specifically to books.)~~

10. Art & Music- Take the $600. request for books partly from the regular book budget and partly from the Robbins Library Art Funds. Take $600. Prints requst from Robbins Print Fund. Community Enrichment - Reduce the number of programs.

11. Edith Fox - Take Reference Book requests from regular budget.

MOTION: That the Board adopt the position that the expenditure of the entire amount of $133,000 voted by the Town Meeting for books and periodicals is the responsible action to take to implement Board policy.

RATIONALE:

1. Town Meeting Expectations

The Board must preserve and nurture the recently developed level of recognition by the comnmunity of the essentials for a library. This recognition brings with it new political strength for library advocates. These assets have a unique fragile characteristic: disuse or misuse causes them to disappear.

The coalition that developed during Town Meeting 1983 emerged for several reasons, not the least of these was the obvious fact that there was a consensus in town that library materials are basic to the institutions' existence, and that this existence was valuable. Everything else in the library and its services are dependent on this basic component. Any dispersing of the funds to other accounts threatens the credibility of the Board and others who stimulated the groundswell of support of which the coalition is an important part.

2. Dangers of Contradiction

Diversion of any part of the full amount approved by Town Meeting reduces the amount allotted for materials closer to the level recommended by the Town Manager and the Finance Committee, a level adamantly opposed by the Board and library advocates. Library supporters successfully lobbied against this level. Action to divert, therefore, in reality carries out the opposition's policy and contradicts the Board's policy. Diversion supports the position that the budget level required for state aid is interpreted as the town's maximum. The state's intention is for the budget level to be the town's minimum.

3. Untried Options

Alternative funding sources for one of the Board's important projects, a security system, have been identified. One of these is the trust funds, including certain restricted income funds. The trust fund budget already has an account assigned to this project.

4. Emerging Responsibilities

The current issues on basic literacy in the community require the Board to keep materials acquisiton, care, and promotion a priority policy if the library is to assume a responsible role as an information resource and as an institution for continuing self education for our library patrons.

MOTION: That the Board adopt the position that the expenditure of the entire amount of $102,000 voted by the Town Meeting for books and periodicals is the responsible action to take to implement Board policy.

RATIONALE:

1. Town Meeting Expectations

The Board must preserve and nurture the recently developed level of recognition by the community of the essentials for a library. This recognition brings with it new political strength for library advocates. These events have a unique fragile characteristic; disuse or misuse causes them to disappear.

The coalition that developed during Town Meeting 1993 emerged for several reasons, not the least of these was the obvious fact that there was a consensus in town that library materials are basic to the institutions' existence, and that this existence was valuable. Everything else in the library and its services are dependent on this basic component. Any dispersing of the funds to other accounts threatens the credibility of the Board and others who mobilized the groundswell of support of which the coalition is an important part.

2. Dangers of Contradiction

Diversion of any part of the full amount approved by Town Meeting reduces the amount allotted for materials close to the level recommended by the Town Manager and the Finance Committee, a level adamantly opposed by the Board and library advocates. Library supporters successfully lobbied against this level. Action to divert, therefore, in reality carries out the opposition's policy and contradicts the Board's policy. Diversion supports the position that the budget level required for state aid is interpreted as the Board's maximum. The state's intention is for the budget level to be the Board's minimum.

3. Unfunded Options

Alternative funding sources for some of the Board's important projects, a security system, have been identified. One of these is the trust funds, including certain restricted income funds. The trust fund budget already has an amount assigned to this project.

4. Clarifying Responsibilities

The current issue on basic literacy in the community requires the Board to make materials acquisition, care, and promotion a priority policy if the library is to assume a responsible role as an information resource and as an institution for continuing self education for our library patrons.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

July 26, 1983

The meeting was called to order by Chairman Walkinshaw at 7:47 p.m. Present were Mrs. Hillier, Mrs. Radochia, Mrs. Pinckney. Mr. Earls was absent. Mr. Fenton, Mrs. Kantrowitz, Mr. Domingues, Mrs. Greene, Ms. Wasmuth, and Ms. Bailey attended from the staff. Mr. Don Rikter and Mrs. Muriel Mather attended for the Friends of the Library.

COMMUNITY TIME: Mrs. Mather announced that the Friends are planning their annual book sale for Town Day and asked for help in locating a suitable place to store books. The basement space has been taken over with overflow from the reference collection that used to be stored where the access ramp is being installed.

The staff expressed concern that the library should not be open to the public on Town Day and cited a variety of problems including low use, major discipline problems with adolescents, and damage to the building and equipment. Mr. Walkinshaw asked that the staff produce a detailed report of the problems and promised that the Board would review the situation and make a recommendation to the Town Manager as soon as possible.

MINUTES: The minutes of the July 6th meeting were approved on a motion by Mrs. Pinckney, seconded by Mrs. Radochia with the notation that Mrs. Radochia's name had been misspelled on page one.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS: No communications had been received since the previous meeting. The Board spent several minutes reviewing and signing invoices for expenses against various trust funds.

OLD BUSINESS: The Board discussed the Goals and Objectives recommended by the joint Board/Staff Committee on Goals. After some discussion it was

VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Radochia) "To approve the priorities for the Goals and Objectives for FY '84 as discussed." (see the attached document "Robbins Library Goals and Objectives for FY'84").

After some additional discussion it was

VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Hillier) "To approve the language and substance of the Goals and Objectives as amended." (see the attached document "Robbins LIbrary Goals and Objectives for FY'84").

The Board the took up the Trust Fund Budgets for FY'84. Mrs. Hillier distributed a four page document outlining her recommendations for funding (copy attached). After some discussion it was

VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Radochia) "That the Board adopt the position that the expenditure of the entire amount of $133,000 voted by Town Meeting for books and periodicals is the responsible action to take to implement Board policy."

Mrs. Pinckney presented a comprehensive rationale supporting her motion and it was agreed that a copy of her arguments be included in the Minutes (see attached).

After further discussion, during which Mr. Walkinshaw took particular pains to see that all present had an opportunity to speak to the issue, it was

VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Pinckney) "To approve the recommended budget for FY'84 of $28,515 as presented by Mrs. Hillier, together with her recommendations for alternative funding sources, as amended and attached to these minutes."

Discussion turned to the need for a security system and after some debate it was

VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Radochia) "To authorize expenditures for a security system to protect the collections not to exceed $30,000; up to $15,000 to be taken from the Robbins Library Art Fund, and up to $15,000 to be taken from the Robbins Print Fund. Further, it is understood that certain items in the print collections will be the first to be secured after the installation of the system, and that Mr. Fenton will draft system specifications to be reviewed by the Board."

The Board then considered the need to establish a large special fund to be used toward the renovation and enlargement of the Robbins building. After discussion it was

VOTED: (on a motion by Mrs. Radochia, seconded by Mrs. Pinckney) "That the Board intends to establish a building fund to be named the Judith E. Stromdahl Fund.

It was agreed that the amount of money for the building fund would be discussed at the next meeting. Other items mentioned for the next meeting's agenda were a confirmation of the proposed telephone vote on closing the library for Town Day, a discussion of the Art Collections, and a report on progress on the collection evaluation project. The next meeting was set for Thursday, September 15th at 7:30 p.m. in the Junior Library.

The meeting was adjourned at 9:50 p.m.

The Board then took up the Trust Fund Budgets for FY'85. Mrs. Hillier distributed a four page document outlining her recommendations for funding (copy attached). After some discussion it was-

VOTED: (on a motion by Mrs. Finckney, seconded by Mrs. Ronnevik) "That the Board adopt the position that the expenditure of the entire amount of $153,000 voted by Town Meeting for books and periodicals is the responsible action to take to implement Board policy."

Mrs. Finckney presented a comprehensive rationale supporting her motion and it was agreed that a copy of her arguments be included in the minutes (copy attached).

After further discussion, during which Dr. McKinshew took particular pains to see that all present had an opportunity to speak to the issue, it was

VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Finckney) "To approve the recommended budget for FY'85 of $50,510 as presented by Mrs. Hillier, together with her recommendations for alternative funding sources, as amended and attached to these minutes."

Discussion turned to the need for a security system and after some deliberation it was

VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Redonis) "To authorize expenditures for a security system to protect the collections not to exceed $30,000; up to $15,000 to be taken from the Robbins Library Art Fund, and up to $15,000 to be taken from the Robbins Print Fund. Further, it is understood that certain items in the print collections will be the first to be secured after the installation of the system, and that Mr. Fenton will draft system specifications to be reviewed by the Board."

The Board then considered the need to establish a large special fund to be used toward the renovation and enlargement of the Robbins building. After discussion it was

VOTED: (on a motion by Mrs. Redonis, seconded by Mrs. Finckney) "That the Board intends to establish a building fund to be named the Judith E. Hironand Fund.

It was agreed that the amount of money for the building fund would be discussed at the next meeting. Other items mentioned for the next meeting's agenda were a confirmation of the proposed telephone vote on closing the library for Town Day, a discussion of the Art Collections, and a report on progress of the collection evaluation project. The next meeting was set for Thursday, September 20th at 7:30 p.m. in the Junior Library.

The meeting was adjourned at 9:30 p.m.

TRUST FUNDS
TOTAL UNRESTRICTED FUNDS AVAILABLE

E. Nelson Blake (prin/income)	$ 9,101.30
Elbridge Farmer (income)	35,231.67
Henry MottLibrary Fund (income)	3,583.27
Nathan Pratt (prin/income)	2,175.28
Emma L. Sprague Library Fund (income)	11,693.32
H. Helen Teele (prin/income)	1,534.15
Francis Thompson(income)	6,855.99
Sarah Ross Vaughn (income)	217.87
August 5, 1980	1252.10
Arthur & Agnes Wellington (prin/income)	39,864.31
General Income Balance	2,528.47
Copier Fund	23,665.59
Total Unrestricted Funds Available	$ 137,703.32

FUNDING REQUESTS FROM TRUST FUNDS

Building Fund (Fund Raising)	$????
Reference Room Curtains (previously voted)	3,000.00
Landscaping (post-ramp)	2- 3,000.00
Automation	12-15,000.00
Security System	30,000.00
Local History Project	????
Adult Programming	1,800.00
Employment Resource Center	5,000.00
YA Dept. Programming	400.00
Maintenance	561.20
Senior Programs	650.00
Children's Services	3,215.00
Art & Music Department	7,200.00
Edith Fox Projects	1,100.00
Dallin Projects	????
Circulation Department	????
	$ 67,125.20

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Wednesday, July 6, 1983

The meeting was called to order by Chairman Walkinshaw at 7:57 p.m. Mrs. Radochia, and Mrs. Pinckney were present. Mrs. Hillier arrived at 8:40. Mr. Fenton and Mrs. Kantrowitz represented the staff. Mrs. Murial Mather attended for the Friends of the Library.

COMMUNITY TIME: No one appeared.

CORRESPONDENCE: Mr. Fenton read a letter from Susan Owicki of Berkeley, California. She had returned some books borrowed by her sister who had died recently and included a check for $25 to purchase mysteries as a memorial. Mr. Fenton will acknowledge the gift for the Board.

Mr. Fenton also read a letter from a local resident, Otto Lang, who praised the services of the Fox Branch and Mrs. Caterino.

Mr. Fenton read a letter from the Chairman of the Board of Selectmen, Mr. Charles Lyons, that had been sent to all departments requesting that every effort be made to leave a budget surplus at the end of FY '84, and to please try to avoid filling any positions that might occur during the year. Exceptions for key positions would be allowed. The Board asked that time be set aside at a future meeting to discuss the library staffing and identify key positions at the libraries.

A proposal for a staff clam bake and harbor cruise, prepared by Jay Scherma, was discussed. After some debate it was
VOTED: (on a motion by Mrs. Radochai, seconded by Mrs. Pinckney)
"That the Board rejects the proposed clam bake/staff outing on the basis of high cost in a time of fiscal constraints."

After the vote, the Board agreed that a limit of $100 be considered for a staff outing, and Mr. Walkinshaw offered the use of his summer home in Rockport.

Mr. Fenton presented requests from two staff members (one full-time, one a page of long standing) for financial assistance to pursue a graduate degree in library science. The Board agreed that there was no precendent for such assistance, and that with current fiscal restraints, it was not the time to establish a new, more liberal policy.

REPORTS: Mr. Fenton reported that library use had increased from 422,787 service units in FY'82 to 484,990 in FY'83 - a rise of

62,203 or better than 8%. In the discussion it was pointed out that the Junior Library has been experiencing a steady increase in business since the loss of full-time children's librarians at the two branches, and that Information and Adult Circulation were also strong in recent months.

Mr. Fenton also brought the Board up-to-date on the progress of construction for the Access Ramp.

OLD BUSINESS: In discussing the Goals and Objectives for FY'84, Mr. Fenton suggested that a committee representing the Board and the Staff be formed to edit and develop the suggestions already drafted by several staff and Board members. Mrs. Pinckney and Mrs. Hillier agreed to serve for the Board. Mr. Fenton requested that Mrs. Kantrowitz appoint two staff members representing both Local 680 of AFSME and the Robbins Library Professional Association.

The next meeting of the Board was set for Tuesday, July 26, 1983 at 7:45, and Chairman Walkinshaw adjourned the meeting at 9:43 p.m.

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Monday, June 20, 1983

The meeting was called to order by Chairman Radochia at 7:45 p.m. Also present were Mrs. Hillier and Mr. Walkinshaw. Mr. Earls and Mrs. Pinckney were absent. Mr. Fenton represented the staff and Mrs. Muriel Mather represented the Friends of the Library.

Although the meeting agenda and minutes were sent from the library on Wednesday, June 15, no one had received them. After Mr. Fenton read the minutes of the June 6th meeting they were adopted.

COMMUNITY TIME: No business was brought before the board.

COMMUNICATIONS: Mrs. Radochia reported being approached by Mr. Ralph Jenkins, citizen of the town, who offered his services for a libray program as a lecturer. She referred him to the library staff who plan programs and to the local cable TV citizens group.

REPORTS: Mrs. Radochia reported on the Town Meeting session of Wednesday, June 15th at which she spoke to withdraw Warrant Article 72 (for library automation) and Warrant Article 73 (for a security system). Article 72 was withdrawn as requested, but Article 73 was voted "no action, without prejudice". This action would allow Town Meeting to reopen the security system article at the special Town Meeting in September should additional funds be available.

OLD BUSINESS: Mr. Fenton reported on the Access Ramp Project. Excavations for the ramp uncovered a ceptic tank and other sub-ground conditions that require additional funds to correct. After meetings with the architect and the contractor, Mr. Fenton presented estimates of the additional costs to the Town Manager and the Board of Selectmen at their meeting this evening. The Board of Selectmen and the Manager voted to authorize the necessary funds. The Board of Library Trustees requested Mr. Fenton to convey their appreciation for this prompt support to the Town Manager and the Board of Selectmen.

Mr. Fenton reported on the library renovation planning and his most recent meeting with the architct, David Wallace. The architect had requested a meeting with the full board, and the date for the meeting was established as Tuesday, June 28th at 7:30 p.m. in the Director's office.

Mr. Fenton also reported on the need for strong local private funding to match any federal or state funds that might be

available. After some discussion Mr. Fenton agreed to investigate the cost of hiring a professional fund raising firm to make an assessment of the community to determine how much money might be raised for library renovations.

After some discussion it was agreed that it would be appropriate to have a representative of the Friends of the Library on the Building Planning Committee. Mrs. Mather was asked to request that the Friends appoint someone to represent them.

Discussion of the proposed bequest form was postponed to a future meeting.

Discussion of FY'84 Goals and Objectives was postponed to the next meeting.

NEW BUSINESS: After some discussion it was
VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Radochia) "That John Walkinshaw will be the Chairman of the Board for the year beginning July 1, 1983 and ending June 30, 1984."

VOTED: (on a motion by Mr. Walkinshaw, seconded by Mrs. Radochia) "That Mrs. Hillier will be the Vice-Chairman of the Board, with responsibility for the Trust Fund Budget, for the year beginning July 1, 1983 and ending June 30, 1984."

After some discussion it was agreed that the July meeting should be devoted to FY'84 Goals and Objectives and the FY'84 Trust Fund Budget. The next meeting was set for Wednesday, July 6, 1983 at 7:30 p.m. in the Director's office.

The meeting was adjourned at 9:15 p.m.

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Monday, June 6, 1983

The regular monthly meeting of the Robbins Library Board of Trustees was called to order by Chairperson Radochia at 8:00 p.m. Mrs. Hillier and Mrs. Pinckney were also present. Mr. Walkinshaw and Mr. Earls were absent. Mr. Fenton, Mrs. Kantrowitz, Ms. Wasmuth, and Ms. Bailey represented the staff. Mrs. Muriel Mather and Ms. Diane Canino represented the Friends of the Library.

The minutes of the May 4th meeting were approved as distributed.

Mrs. Kantrowitz had asked that the Board hear a request for funding the Community Employment Center first, and this item was taken out of order. Ms. Bailey and Ms. Wasmuth presented their plans for the Employment Center and asked that the Board consider whether funding would be likely. After some discussion, the Board agreed that the project was worthy and, without a formal vote, they agreed that it was likely that the funding would be available in the range of $4000 to $5000. The staff were commended on their fine preparation and presentation by Mr. Fenton and the Board endorsed his sentiments.

COMMUNITY TIME: The Friends of the Library asked the Board to approve their plan to solicit donations to help defray the costs of the museum passes that they have donated to the Jr. Library. After some discussion the Board agreed in principle, provided that there be no sense of obligation to make a donation. The Friends agreed to provide specific language to be used for a sign, or to be included with the passes. The library staff will review the language before the solicitations begin.

The Friends requested that Mrs. Mather be added to the mailing list for announcing Board meetings. It shall be done.

At 8:30 Mrs. Hillier had to leave the meeting to attend the Selectmen's meeting, and in the absence of a quorum, no further action was taken.

The Board discussed the other agenda items briefly, and agreed to schedule another meeting for Monday evening, June 20th.

The meeting ended at 9:40 p.m.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

May 4, 1983

The regular monthly meeting of the Robbins Library Board of Trustees was called to order by Chairman Radochia at 7:35 p.m. Also present were Mrs. Hillier, Mr. Walkinshaw, Mrs. Pinckney, and Mr. Earls. Mr. Fenton, Mrs. Kantrowitz, and Ms. Bailey attented for the staff.

The minutes of the March 16th meeting were approved.

COMMUNITY TIME: Ms. Bailey reported to the Board on the first independent national conference of the Public Library Association held in Baltimore at the end of March. She attended programs on the effective use of displays and on job information centers in public libraries. Both sessions have proved useful in her work at the Robbins Library. In addition she was able to visit the Enoch Pratt Library in Baltimore - one of the nation's formost urban public libraries.

The Board discussed the proposed Employment Center for which Ms. Bailey has prepared an LSCA grant proposal. The Board indicated strong support for the planned program.

COMMUNICATIONS: Mr. Fenton read a letter from Mr. and Mrs. Peter Finn who have inserted a bequest in their will leaving a fund of $20,000 to the Trustees. The Board requested that Mrs. Radochia write the Finn's expressing their appreciation for the bequest.

Mr. Fenton also read a list of the donors who responded to the appeal for funds during National Library Week. It was agreed to report to the donors after their contributions had been spent with lists of titles and materials purchased from the funds. The whole issue of fund raising and bequests will be put on the agenda for further discussion. Fifteen donors contributed a total $840 with one gift of $500 and one of $100.

OLD BUSINESS: Mr. Fenton reported that the access ramp project had been awarded to Mansco, Inc. of Woburn, the low bidder, at a total project cost of $46,000. A pre-construction meeting was held on Tuesday, May 3rd with representatives of the architect, library, various town departments, and the contractor. The project is estimated to take eight weeks, and should begin in the first week of June, with a deadline of September 1st.

The firm of Wallace, Floyd and Associates of Boston has been selected for the library planning project. Mr. Fenton informed the Board that he has asked for representatives from each of the library departments to participate on a planning committee. Mrs.

Radochia agreed to represent the Board of Trustees.

Mr. Fenton reported that the Massachusetts Board of Library Commissioners will meet to approve grant applications on Thursday, May 6 (tomorrow). Robbins Library is seeking approval for two grants - as one of fourteen community libraries in the Minuteman Library Network, and for the Job Employment Center described above.

A discussion of the two warrant articles still before Town Meeting followed, and some suggestions were made for building support. No action was taken.

NEW BUSINESS: A discussion of the relationship among the Board of Trustees, the Friends of the Library, and the staff resulted in a consensus that communication among all three groups must be improved. The Board expressed their concern that the Friends must be very careful in any activites they undertake on behalf of the library not to express any position of the Trustees without prior clearance from the Chairman of the Board and the express permission of the Board. At the same time, the Board made it clear that they appreciate the recent efforts of the Friends to support the Library - particularly during the budget debates in Town Meeting - and that they look forward to working with the Friends in the future.

Mr. Fenton sought permission from the Board to dispose of certain outmoded and surplus equipment in an effort to "clean house" and regain some badly needed storage space. Mr. Fenton informed the Board that he had been in touch with both the Town Manager's Office and the Town Counsel to determine exactly what procedures must be followed. After some discussion it was
VOTED: (on a motion by Mrs. Hillier, seconded by Mr. Earls)
"To dispose of surplus equipment and materials subject to appropriate Town By-Laws and procedures, with the proviso that a member of the Board approve the items to be disposed of in conjunction with the Director."

At Mr. Fenton's request, the Board discussed the possibility of restoring the September Saturdays to the schedule this year. Following the passage of Proposition 2 and 1/2, the library had been closed on Saturdays until Town Day at the end of September. The Board expressed concern that the libraries be made as available to the citizens as possible, and after some discussion it was
VOTED: (on a motion by Mr. Earls, seconded by Mrs. Pinckney)
"To close Saturdays for the summer months beginning with the Saturday of Memorial Day Weekend, and to resume normal hours on the first Saturday following Labor Day."

After the vote, the Board continued to discuss the hours of service of the libraries, and it was agreed that a thorough review of the library hours should be studied during FY '84.

As the time was getting late, several items were identified

for the next meeting of the Board. These include:

* A review of the current chain of command since the elimination of the Assistant Director position.

* A review of the telephone system.

* Discussion of the fine arts collections. Mr. Fenton was requested to obtain some names and rates of appropriate consultants who could advise the Board on the proper care and dispositon of the art collections.

* Mr. Earls, Mrs. Pinckney, and Mr. Fenton will meet to draft a job description for an art consultant.

* Goals and Objectives for FY '84. Some items for discussion are: Evaluation of the Collections; Revise the 1978 Library/Community Analysis Study in light of the 1980 Federal Census data; Review the Collection Development Policy; Review service priorities and programs.

NEXT MEETING: The next regular meeting of the Board will be on June 6th.

The meeting was adjourned at 9:45 p.m.

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

Wednesday, March 16, 1983

The regular monthly meeting of the Board was called to order at 7:47 p. m. by Chairman Radochia with Mr. Walkinshaw and Mrs. Pinckney present, as well as Mr. Fenton and Mrs. Kantrowitz.

MINUTES: The minutes of the February 23rd meeting were corrected as follows: page 3, the date on the vote requesting the chairman to write the Town Treasurer to set a meeting on the Trust Funds should be FY '83, not FY '84, as distributed. With that change the minutes were approved.

COMMUNICATIONS: Both Mrs. Radochia and Mr. Fenton received letters from Janice Bakey thanking them for aiding the League of Women Voters in their study of community library services. A summary of the League positions on library issues was included.

REPORTS: Mr. Fenton distributed his monthly report which was accepted.

Mrs. Kantrowitz, Mary Wasmuth, and Susan Bailey reported to the Board on their application for LSCA funds to establish an Employment Resource Center. The project would include funds to increase the collection of materials relating to all aspects of employment, plus funds to provide several public programs on employment issues. The Board was very enthusiastic and it was VOTED: (on a motion by Mr. Walkinshaw, seconded by Mrs. Pinckney) "To support the staff's proposal for applying for LSCA funds to establish an Employment Information Center."

Mrs. Kantrowitz reported plans for National Library Week, including purchasing colorful banners to be hung outside the building during the week with the National Library Logo and The Answer Place. The banners could be used on other occasions such as Town Day, or for special library events. Other plans include a mild fund-raising appeal in the Advocate, the semi-annual family story hour, the sixth annual Robbins Library Family of the Year Award as well as programs and concerts for children and adults. The Board approved of the plans to date.

OLD BUSINESS: There was a general discussion of the FY' 84 budget request and the prospects for library Warrant Articles at Town Meeting, scheduled to begin March 21st. No action was taken.

Mr. Fenton reported that the third round of bids for the Access Ramp will be opened on April 15th.

Mrs. Peg Spengler and Mrs. Dora Reingold have begun work on the specifications for new draperies in the Reference Room. Mrs. Reingold made the draperies that were previously in the room, and she will provide samples of material to be hung so that the Board, the Staff, and the Public can see what is available. A general discussion followed about the needs of the building and the $10,000 planning project approved by the Town Manager and the Board of Selectmen. No action was taken.

Mr. Fenton reported on the activities of the Minuteman Library Network - the cooperative group of fourteen community librarians who have been working to establish a shared library automation system. Committees have developed proposed by-laws, contracts, and a lengthy grant proposal for the Board of Library Commissioners. The group will be seeking in excess of $500,000 from the current round of LSCA grants to fund the computers and software necessary for the 14-town network. Arlington's Data Processing Advisory Board has voted approval for the concept. The staff at the Board of Library Commissioners have been very encouraging. The Board continued to express their encouragement for the project and the grant proposal.

Mr. Fenton also reported that the microcomputer to be placed at the Information Desk to run the TAP program had been ordered with delivery expected by the end of March.

NEW BUSINESS: Mrs. Radochia was asked to write the Town Treasurer reiterating the Board's desire for a meeting to review Trust Fund investment strategies and performance.

Mr. Fenton asked the Board to consider the need to close the library for a two-week period during the summer in order to complete a thorough inventory of the collections. The inventory would allow the staff to bring the library's records up to date before the installation of a security system, and before beginning the data conversion process in anticipation of library automation. After some discussion in was
VOTED: (on a motion by Mr. Walkinshaw, seconded by Mrs. Pinckney) "To approve the concept of closing the library for purposes of taking an inventory, the time and method to be left to the judgement of the Director and the Staff."

NEXT MEETING: Wednesday April 6, 1983 in at 7:00 p.m. in the Director's office.

ADJOURN: 9:36 p.m.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

Wednesday February 23, 1983

The regular monthly meeting of the Board was called to order by Chairman Radochia at 7:32 p.m. with Mrs. Hillier, Mrs. Pinckney, Mr. Earls, and Mr. Walkinshaw present. Mr. Fenton and Mrs. Kantrowitz attended for the staff.

MINUTES: The minutes of the January meeting were approved as distributed.

COMMUNICATIONS: The Chairman read a letter from Town Counsel, John Maher, sent to all public boards, to remind them of the requirements of the open meeting law.

Mrs. Radochia has been appointed to the 350th Anniversery Committee to plan the celebration of the founding of the town.

Mrs. Radochia attended a recent meeting of the Lions Club to accept their donation of Speak 'n Spell and Speak 'n Math in braille - and read her letter of thanks to the Lions on behalf of the trustees and staff.

Mrs. Radochia also read her reply to the letter from library page Kathleen Rezendes on the matter of the page's wage scale.

REPORTS: Mrs. Radochia presented the Annual Report of the Board of Trustees. It was
VOTED (on a motion by Mrs. Hillier, seconded by Mr. Earls)
"To accept the annual report of the Board as presented."

Mr. Fenton presented the Director's Annual Report. It was suggested that the concept of "units of service" be explained in a footnote for the lay reader. After some discussion it was
VOTED (on a motion by Mrs. Pinckney, seconded by Mr. Walkinshaw)
"To accept the annual report of the Director as presented."

OLD BUSINESS: Mr. Fenton reported that he has requested the Town Maintenance Department to provide quotations for replacing the missing letter "R" in the Fox Library sign.

Mrs. Radochia reported a conversation with Finance Committee representative John Deyst in which she learned that the committee voted to approve a budget of $97,354 for books and periodicals in the FY '84 budget. This amount is up $3,021 from the Town Manager's recommendation. She also reported that the committee seemed likely to approve the request for $18,000 for a security system (Warrant Article 73) if Community Development Block Grant funds were not eligible (they are not). The committee is not in

favor of the $56,625 sought in Warrant Article 72 for library automation — in part because money is tight, and in part because Mr. Deyst was not convinced that sharing a system with other towns was the most appropriate way to achieve our goals from a data processing point of view. A discussion followed on the budget and plans to solicit citizen support before Town Meeting.

NEW BUSINESS: Mr. Fenton reported on a study used at the Condord Public Library to determine the adequacy of the library collections. After some discussion it was
VOTED (on a motion by Mrs. Pinckney, seconded by Mr. Earls)
"That the Director complete the partial report given to the Board in October 1982 by presenting to the Board, before Town Meeting schedules debate on the library budget, a current analysis of the collections using the latest assessment instrument issued by the American Library Association and adapted for use by such local communities as Concord."

Mr. Fenton reported that the Town Manager and the Board of Selectmen had voted unanimously to rebid (for the third time) the Handicapped Access Ramp project. In addition, $10,000 was voted from remaining CDBG funds to develop a plan for the renovation and additions to the Robbins Library. It is hoped that the federal jobs bills currently in congress may contain funds for public library construction, and that with a plan in hand we could compete successfully for public funds.

Mr. Fenton asked the Board for additional funds to upgrade the TAP microcomputer. The Board had allocated $2000 in Trust funds for automation in FY '83. Mr. Fenton found that the original plan to add a second terminal to the existing microcomputer would cost over $3000 and that, in addition, by adding the second terminal most of the software in use would not run and would have to be replaced. As a result, Mr. Fenton recommended that a seperate microcomputer be purchased for use at the Information Desk. The cost of the recommended system is $3657, and Mr. Fenton requested an additional $2089 for that purpose. After some discussion it was,
VOTED (on a motion by Mr. Walkinshaw, seconded by Mrs. Hillier)
"To purchase a seperate microcomputer for running the TAP service at the Information Desk." It was also
VOTED: (on a motion by Mr. Walkinshaw, seconded by Mr. Earls)
"To pay for the new microcomputer out of the current FY '83 Trust fund budget."

Mr. Fenton reported on progress toward the shared automation system with fourteen surrounding communities. The group will be called the Minuteman Library Network and Mr. Fenton requested that the Board vote to join in an application for LSCA funds for the cost of the central computer site. After discussion it was
VOTED: (on a motion by Mrs. Hillier, seconded by Mr. Earls)
"To participate in the shared system for library automation and to participate in the LSCA grant application."

The Board discussed the need to provide a formal, limited

time at their monthly meetings for citizens to bring matters before the Board that might not be on the regular agenda. After discussion it was
VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Pinckney) "To initiate, on a trial basis, a period of ten minutes (only to be extended by majority vote of the Board members present) at the beginning of each regular meeting of the Board for citizen input."

A discussion of the Trust Funds centered on the need to renew the annual vote granting the Town Treasurer authority to manage the investments of the several funds. After discussion it was
VOTED: (on a motion by Mrs. Pinckney, seconded by Mr. Walkinshaw) "That the Chairman should write to the Town Treasurer, Mr. Bilafer, inviting him and Mr. David Dale of his office, together with a representative of the New England Merchants Bank, to a meeting of the Board of Trustees for the purpose of reviewing investment strategies for library trust funds during FY '83."

NEXT MEETING: Wednesday, March 16, 1983, at 7:30 p.m. in the Director's Office.

The meeting was adjourned at 10:26 p.m.

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

January 5, 1983

The regular meeting of the Board was called to order by Chairman Radochia at 7:30 p.m. All members were present, as were Director, Peter Fenton, and Bruce Wheltle, representing the Friends of the Library.

The minutes of the December 6th meeting were approved with the correction that future meetings will be Wednesdays, not Mondays as stated in the last paragraph.

COMMUNICATIONS: Mrs. Radochia received a copy of the League of Women Voters Bulletin including the report of the Library Study. Discussion meetings are scheduled for the evening of January 18th and the morning of January 19th. Mr. Fenton and Mrs. Hillier will attend the evening session. Mrs. Radochia and Mrs. Pinckney will attend the morning session.

Mr. Fenton read a letter he submitted to the Budget Committee of the Arlington Cable Access, Inc. requesting a grant to purchase two sets of video equipment that would allow the library to use the community cable loop to do interactive video programming in cooperation with local schools and other town agencies.

Mr. Fenton read a memorandum to Town Counsel, John Maher, requesting him to draft two warrent articles for the Board for the next Town Meeting. The first article is for funds to purchase a security system to protect the collections of the Robbins building from pilferage. The second article is for funds to obtain a comprehensive data processing system for the library system.

Mr. Fenton read a letter from Ellen Lenart who is resigning from the staff effective February 4th, due to the need to spend more time with her baby. Mrs. Radochia will write a letter expressing the Board's regret at losing such a fine librarian.

REPORTS: Mr. Fenton gave an oral report. Tom Gilchrist has joined the staff as Young Adult Librarian and Evie Obbard has joined as the part-time secretary to the Director. Both new staff members are fine people whose presence is already making life easier for us all. Circulation rose again in both the Junior Library and at the Robbins Main Desk.

OLD BUSINESS: Mr. Fenton shared with the Board the tentative plans for construction of a handicapped access ramp at the Fox Library. After some discussion it was

VOTED (On a motion by Mr. Walkinshaw, seconded by Mr. Earls) "To submit the proposed plans for a handicapped ramp at the Fox Library to Town Counsel to insure that there are no legal obstacles to the plan."

Mr. Fenton reported that the Selectmen have not set a date for reviewing department budgets, and promised to notify the Board members as soon as a date for the library budget hearing is set.

NEW BUSINESS: Mr. Fenton reported that the Town has some state funds for energy conservation projects in the Library. The Director of Properties and Natural Resources for the Town, Frank Wright, has proposed installing fans on the ceilings in the Reference Room and under the arches in the entrance rotunda to move warm air down towards the floor. After discussion it was VOTED (on a motion by Mr. Walkinshaw, seconded by Mr. Earls) "To encourage the Town to persue installation of fans in the Reference Room and other appropriate areas of Robbins Library in the intersts of energy conservation."

The Board discussed the need for the Trustees Annual Report to be revived. Mrs. Radochia will draft the report and Mrs. Hillier and Mr. Walkinshaw volunteered to help edit it. The report will be submitted to the Town Manager for inclusion in the published Town Annual Report.

The Board discussed the meeting scheduled for Friday, January 7th in the Tech Services Workroom of Librarians, Trustees, and other Town Officials from the 14 communities that are planning for a shared library automation system. Several of the Trustees plan to attend. Mrs. Hillier suggested taping the meeting.

Mr. Fenton reported that the current budget is very close to being over-expended due to nearly $6000 of emergency repairs that had to be ordered. The work included major roofing jobs at each of the three buildings, new elevator cables at Robbins, and the resetting of one of the huge granite steps at the main entrance to the Robbins building. Mr. Fenton will report the situation to the Town Manager and will keep the Board informed of the situation.

Mrs. Pinckney called the Board's attention to the missing letter 'R' in the word 'Library' on the Fox Library sign. Mr. Fenton will report to the next meeting of the Board on the cost of replacing the letter.

Mrs. Hillier reported that Selectman Charles Lyons is concerned about the library hours of service - particularly on Sunday. The library dropped Sunday hours after budget cuts in FY 1982. She suggested that Mr. Fenton and the Board consider ways of responding to Mr. Lyons should the matter be raised during the budget hearings.

The next meeting of the Board was set for Wednesday, February 2nd at 7:30 p.m. The meeting adjourned at 9:53 p.m.

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

December 6, 1982

The regular monthly meeting of the Board was called to order by Chairman Radochia at 7:36 p.m. Also present were Mrs. Hillier, Mrs. Pinckney, and Mr. Walkinshaw. Mr. Earls was absent. Mr. Fenton and Mrs. Kantrowitz attended for the staff and Ms. Diane Canino represented the Friends of the Library.

The minutes of the November 11th meeting were amended to include the following at the end of the second paragraph:

"The Board expressed concern over the erosion of the book and periodical budgets due to the combined effects of inflation and the budget reductions of the past two years. In the end the Board agreed to seek a combined book and periodical budget of $133,000 - the amount necessary to provide purchasing power equivalent to that of the FY 1981 budget."

COMMUNICATIONS: Mr. Fenton read a letter from Mrs. Radochia thanking the Board for their contribution of flowers following the death of her father-in-law.

REPORTS: Mr. Fenton's monthly report was accepted. There was some discussion of the reasons for the steady increase in circulation that we have been enjoying for the past nine months. The combined effects of more staff, more programs and booklists, a more optimistic attitude on the part of the staff, and good public relations efforts have been paying off.

OLD BUSINESS: Mr. Fenton reported on a recent meeting with the Town Manager and Selectman Robert Walsh over the handicapped access ramp project. The lowest bid after the re-bidding was nearly $60,000 - almost $7,000 higher than the original low bid. At that price the Selectmen are concerned that the project is too costly. Mr. Walsh suggested that the Trustees should approach the Permanent Town Building Committee to use the funds appropriated several years ago to complete plans for a total renovation and addition to the library, incorporating the access ramp as part of the larger project. After some discussion it was VOTED: (on a motion by Mr. Walkinshaw, seconded by Mrs. Pinckney) "The Robbins Library Trustees will agree to delay their request for construction of the current handicapped ramp project at the Robbins Library provided that the Town agrees immediately to fund plans for a design solution to the current and projected space needs of the Robbins building, including handicapped access. In addition it is understood that Town authorities will give first priority for construction of the renovations and addition pending the availability of Federal, State, or local municipal funds."

A discussion of the impact of postponing the ramp lead to a further proposal and it was also
VOTED: (on a motion by Mrs. Pinckney, seconded by Mr. Walkinshaw) "In order to improve library service to Arlington's handicapped citizens in the immediate future, suitable access for the handicapped must be provided by the Town during the current fiscal year at the Fox Branch Library.

NEW BUSINESS: Mr. Fenton asked the Board to consider the employment option of job-sharing on behalf of two professional employees who would like try that arrangement. After a discussion of several advantages and disadvantages it was
VOTED: (on a motion by Mrs. Pinckney, seconded by Mr. Walkinshaw) "To approve the concept of job-sharing in principle, recognising that specific individual cases would have to come before the Board for approval in advance of any official appointments."

Mrs. Kantrowitz outlined the recent problems that have developed due to the lack of decent electric typewriters in her departments and the Jr. Library. Mr. Fenton indicated that some of the pressure for typewriters will be alleviated with the appointment of a part-time secretary in his office and the scheduling of one of the typewriters in Technical Services for two hours each day. Mrs. Kantrowitz asked that the Board loan funds for the rental of an IBM Selectric from now through June on the expectation that the capital outlay request for new typewriters in next year's budget could be used to reimburse the trust funds at that time, since up to 70% of the rental fees could accrue toward the purchase price. Since their is no guarantee that the FY '84 budget request for typewriters will be passed, the Board agreed to take no action on the request.

The Board indicated that they plan to sponsor a staff party on Friday, February 11, 1983. Details will be arranged later.

The next regular meeting of the Board will be on Wednesday, January 5, 1983. Note: because Mr. Walkinshaw will be teaching on Monday nights during the second college semester, the Board meetings will be held on the first Wednesday of each month during the Winter and Spring.

The meeting was adjourned at 9:50 p.m.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

November 11, 1982

The meeting was called to order at 3:03 p.m. by Chairman Radochia. Other members present were Mrs. Pinckney, Mr. Walkinshaw, and Mrs. Hillier. Mr. Earls was absent. Mr. Fenton represented the staff.

The meeting was called to discuss the FY '84 Library Budget. Mr. Fenton presented the budget that he had prepared at the direction of the Town Manager. Since the personnel budget is determined by the collective bargaining contracts currently in force, most of the Board's deliberations concerened the Expense budget lines and the Capital Outlay items.

The Board expressed concern over the erosion of the book and periodical budgets due to the combined effects of inflation and the budget reductions of the past two years. In the end the Board agreed to seek a combined book and periodical budget of $133,000 - the amount necessary to provide purchasing power equivalent to that of the FY 1981 budget.

Mr. Fenton reviewed each line item in the expense budget in detail. He also reviewed the pay increase for Jr. and Sr. Pages and the consequent increase in that item in the Personnel Budget. After careful deliberation it was
VOTED: (On a motion by Mr. Walkinshaw, seconded by Mrs. Pinckney) To present the following budgets to the Town Manager:

Personnel:	$590,562
Expenses:	209,302
TOTAL:	$799,864

A discussion of the Capital Outlay requests resulted in agreement that the two major items (automation and a security system) should be presented in warrent articles at the Town Meeting. The Board agreed to support such other minor items (typewriters, drapes for the Fox Library, a new sign for Fox, etc.) as the Director wished to include in the budget request.

The date of the next regular monthly meeting was set for Monday, December 6, 1982 at 7:30 p.m. The meeting adjourned at 4:35 p.m.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

November 1, 1982

The meeting was called to order by Chairman Radochia at 6:50 p.m. Other members present were Mr. Earls, Mr. Walkinshaw, and Mrs. Hillier. Mrs. Pinckney was absent. Mr. Fenton represented the staff. Diane Canino arrived shortly before 7:30 representing the Friends of the Library.

The minutes of the October meeting were approved.

COMMUNICATIONS: Mrs. Radochia discussed a letter from one of the Senior Pages requesting that her salary be increased in light of her long and excellent service. Mr. Fenton described the salary schedules for pages and the policy governing the increases adopted last summer. Mrs. Radochia will send a letter to the page explaining the financial constraints facing the library and the need to adhere to the salary schedules and policy in question.

Mr. Fenton presented a request from the Arlington Food Cooperative to sell tickets to a quilt raffle on the library steps. The Board agreed that this would be inappropriate and Mr. Fenton will so inform the Coop.

Mr. Fenton read a letter from the Arlington Music Teachers Association requesting free use of the Fox meeting room six times during the year for free public recitals. The Board was sympathetic to the request, but decided to remain firm with the earlier decision to charge all non-library groups a fee. Mr. Fenton will write the music teachers to explain the Board's position.

REPORTS: Mr. Fenton presented a lengthy report to the Board discussing the progress to date on the Goals and Objectives adopted for the library for FY 1983. A copy of the report will be filed with these minutes. The report closed with a discussion of four major concerns for the future of the library. They are: the need to acquire data processing to help manage the collections effectively; the need for a security system; the need to renovate and enlarge the main library facility; and the need to sustain enough budget support each year to insure that the town will continue to enjoy superior library service.

OLD BUSINESS: Mrs. Radochia will send a letter to the Friends of the Library thanking them for recent donations amounting to $2675 for collection development and facilities improvements.

NEW BUSINESS:

Mr. Fenton presented preliminary budget recommendations to the Board. He discussed each line item in turn and explained that he was attempting to strike a balance between the real needs of the library system and the continued fiscal constraints facing the town. He reported that no actual limits had been given town department heads as in the past two years. Mr. Fenton expressed concern for the operating expenses of the library, pointing out that several budgets had been over-spent in FY '82 and that the budget this year was even lower. He particularly noted the alarming errosion of the book and periodical budgets which would need to be increased 40% this year to equal the purchasing power of 1981. The Board agreed to meet again in the near future to discuss the budget further.

Mr. Fenton reported on his interview with representatives from the League of Women Voters. He felt that the discussion was positive. The League is committed to quality library service for the town and Mr. Fenton expressed gratitude that the library was chosen for study this year.

Mr. Fenton left the meeting at 8:17 p.m. for another appointment. Mrs. Hillier continued taking the minutes.

The Board reviewed the questions submitted by the League of Women Voters and set the time for meeting with League representatives at 7:00 p.m. on Monday, November 8, 1982.

Mr. Walkinshaw suggested that Ms. Karen Nichols be contacted to help the library train volunteers. Mrs. Hillier knows how to get in touch with Ms. Nichols.

The next meeting of the Board will be at 7:30 p.m. on Monday, November 8, 1982 for the purpose of approving the Fy 1984 budget request.

The meeting adjourned at 8:40 p.m.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

October 4, 1982

The regular monthly meeting of the Board was called to order by Chairman Radochia at 7:40p.m. Mr. Walkinshaw, Mrs. Hillier, and Mrs. Pinckney were present. Mr. Earls was absent. Ms. Diane Canino was present as were Mrs. Margaret Spengler and Mr. Charles Fagone. Mr. Fenton was called out to attend the Selectmen's meeting and returned at 8:00 p.m.

The minutes of the August 30th meeting and of the September 9th special meeting were approved as distributed.

COMMUNICATIONS: Mr. Fenton read a letter from Mr. William Shea, representing the Arlington Great Books Discussion Club. The group used to meet in the Junior Library, but in recent years had been meeting at Fox. With the new meeting room fee, the group requested that they be allowed to meet in the Junior Library again with no fee. Mr. Fenton recommended honoring the request and the Board concurred, noting the appropriateness of having a book club use the library facilities.

REPORTS: Mr. Fenton made his monthly report (copy attached). He also reported that the Selectmen had just voted to send the access ramp project out for rebidding and that the sentiment on the Board of Selectmen seemed strongly in favor of finding necessary funds to complete the project.

At this time, Chairman Radochia asked to take up New Business so that Mrs. Spengler and Mr. Fagone could participate in the meeting and not have to sit through the entire meeting.

NEW BUSINESS: Mrs. Spengler recounted the history of the public library's concern for children. She pointed out that the initial gift to establish a library in town was for children. Formal library programs in the public schools have been a concern of the Library Trustees since the 1840's. The public library made book deposits to elementary school classrooms c. 1928 and, at the urging of the Library Board the school committee included a library room in the new Bishop School and, subsequently, in the Dallin and Thompson schools. By the 1950's the public library could no longer provide adequate support for the school library programs and the Library Board worked with the School Committee to develop a five-year plan for implementing school libraries. After extensive lobbying with the Finance Committee, the Town Manager, and the Town Meeting Members, the schools agreed to provide space and funds for materials, and the town agreed to provide staff to do the work. The librarians were paid by the town and worked a 12 month year, returning to Robbins Library

during school vacations. When Mr. Marquis became Town Manager, he felt that the town should not be responsible for staffing school libraries, and at that time the salaries of the librarians were transfered to the school department. Esther McQuaid was paid in part by the town and in part by the schools and served as Supervisor of Children's Library Services with responsibility for both the school and public library children's programs. For a time Mrs. McQuaid worked for Mr. Fagone and since her retirement (c. 1959) Mr. Fagone has been responsible for all public school library programs.

Mr. Fagone desccribed the present school library programs in detail. The programs are excellent and Mr. Fagone, Mrs. Hillier (who works in the High School Media Center), and Mr. Fenton described the differences between the school and public library children's programs. In brief, the school library collections and programs are strongly related to the curricula of the different grades and schools with an emphasis on teaching library skills. The public library collections, on the other hand, are more general with greater strengh in fiction and recreational materials. Although some instruction is given in library skills, most programs are geared toward introducing children to new ideas and experiences.

After a general discussion of these matters, Mrs. Spengler reiterated her concern that there are those in town who do not appreciate the distinct and unique benefits of both the school and public library programs. She urged the Board to be prepared to defend the importance of the school library programs whenever they come under attack.

At this time, Mrs. Spengler and Mr. Fagone left and the Board discussed the matter further. Mrs. Hillier suggested making a videotape to highlight the importance of both school and public library services. Mrs. Radochia was asked to write both Mrs. Spengler and Mr. Fagone to thank them for participating in the meeting. The Board then returned to the printed agenda.

REPORTS (continued): Mr. Fenton informed the Board that staff had been concerned about the wisdom of opening the library on Town Day. This year, as in the past, there were many children and adolescents who caused regular disturbances. Circulation was very low (the Junior Library circulated only 83 items, for example) and no serious work could be done by either patrons or staff. The Board agreed to review the situation as planning for next year's Town Day develops.

Diane Canino reported that the Friends book sale netted $1130 - 50% more than last year. She attributed the increase to the higher prices charged. She also gave credit to Michelle O'Neil, who organized the sale, and to the treasurer, Pat Langill, and secretary, Linda Nadeau. She then thanked the Boy Scouts who did a good job helping to set up and clean up, and John and Mabel Walkinshaw who took the remainders for the Symmes Hospital at the end of the day. The Friends gained 41 new

members on Town Day, gave out all their apples and Friends pins, and learned that the general public needs a lot of educating about the library - both its strengths and services, and it problems.

OLD BUSINESS: After brief discussion it was
VOTED: (On a motion by Mrs. Pinckney, seconded by Mr. Walkinshaw) "To amend the Trust Fund Budget Guidelines for FY 1983 by adding the following language as part of number 3: For FY '83 a major change in any budget allocation within accounts financed by the General Income Fund is defined as a change exceeding 20% of the amount listed for the item. All other changes for items within accounts must be presented to the Board for consideration before the proposed amounts are encumbered."

Mrs. Pinckney requested that the Board designate someone to assume responsibility for the Trust Fund Budgets next year. Mr. Fenton suggested that the Board make the budget an assigned responsibility for an officer - either the Vice-Chairman, or by creating a new position for the job. No action was taken.

The Board next discussed the questions presented by the League of Women Voters in conjunction with their study of the library. After some discussion it was agreed that:

1) Mrs. Radochia would contact Mrs. Janice Bakey, chairman of the study committee, to learn how soon the League would like to meet with the Board.
2) Mr. Fenton would draft brief responses to the questions.
3) The Board would draft responses to the questions.
4) A special meeting of the Board would be called, if necessary, to discuss and refine the responses before presenting them, in writing, to the League.

The Board members agreed to draft responses to the questions as follows:

Mrs. Radochia: Question 3 (and 5 with Mr. Walkinshaw)
Mrs. Pinckney: Question 2
Mrs. Hillier: Questions 4 and 6 (and 7 with Mr. Fenton)
Mr. Walkinshaw: Question 1 (and 5 with Mrs. Radochia)

All members will consider other items, not identified by the League, that should be brought to the committee's attention.

NEXT MEETING: Monday, November 1, 1982

The meeting adjourned at 10:20 p.m.

FISCAL YEAR 1983

ROBBINS LIBRARY TRUST FUND BUDGET: INCOME

FUND		INCOME AVAILABLE		INCOME AUTHORIZED FOR BUDGET
Type	Title	1st Quart-Oct. Dep.-	Total	
Unrestr,	General Income Fund	9462.30 - 10,000+	-19462.30	17255.00
Unrestr.	Copier Fund	19490.23 - -----	-19490.23	3230.52
Total unrestricted			38952.53	20485.52
Restr.	Print		47848.13	1600.00
Restr.	Aug.5,1980		1169.48	1169.48
Restr.	Wellington,T		247.21	200.00
Restr.	Gruber		3624.74	600.00
Restr.	Children's Book		8710.56	1000.00
Restr.	Hadley		1707.39	500.00
Restr.	Fay		1957.89	600.00
Restr.	Hodgdon		1874,40	500.00
Restr.	Art		27018.51	600.00
Total Restricted				6769.48

+ Minimum deposit expected

ROBBINS LIBRARY BUDGET FOR INCOME FROM TRUST FUNDS: EXPENDITURES

A. INNOVATIVE PROJECTS

This account underwrites only contracts for outside supplemental talents and expertise as well as special supportive materials or supplies for these contracts. The assumption is that the town finances in-house produced and conducted programs which are part of the duties accepted by personnel responsible for routine library operations.

1. Cultural enrichment		4500.00
2. Programs		3900.00
National Library Week	1000.00	
Elderly	500.00	
Adult	1200.00	
Youth	1200.00	
Total A		8400.00

B. EQUIPMENT/ FACILITIES/ CAPITAL IMPROVEMENTS

This account reflects the Board's interest in automation and particular concern for strengthening security . These are important factors in increasing the efficiency and economy of library operations. This account responds also to the continuing need to improve service by improving the physical arrangement of the library. Now that the Junior Library Refurbishing Project is complete, the Reference Room Refurbishing Project can begin. The minimal amounts in the budget for the Circulation Workroom Project and the Information Workroom Project hold these accounts open for Board consideration after the Director presents the Board with cost estimates. The following amounts are advances from the General Income Fund to be reimbursed as indicated: Account B-3, Automation, $2000.00 to be reimbursed from the Copier Fund; Account B-4, Security, $1230.52 to be reimbursed from Copier Fund, $1000.00 to be reimbursed from Print Fund if there is no legal barrier, $2169.48 to be reimbursed from August 5,1980 (Allen) Fund if the Selectmen approve.

1. Workroom Refurbishing Projects		20.00
Circulation	10.00	
Information	10.00	
2. Reference Room Refurbishing Project		3500.00
3. Automation Project		2000.00
4. Security system Project		3400.00
Total B		8920.00

C. STAFF DEVELOPMENT

This account is a response to the need for personnel at all levels to have the opportunity to take advantage of those courses and conferences that will help the individual grow professionally and will enable the staff as a whole to improve its productivity

1. Courses	1000.00
2. Conferences/Travel	700.00
3. Internal public relations	100.00
Total C.	1800.00

D. COMMUNITY RELATIONS

The Holiday Decorations Account (D-2) reflects recognition of all major holidays, including those for the major religions. The account for the promotion of programming and collections (D-3) is set at 4% of the total amount allocated for Programs (A-2) and Collections (E). This account funds special promotion activities intended to keep townspeople aware of the library as a vital community resource. These activities include the new breakfast-briefings series, planned by the Director to strengthen the ties between the library and other town organizations.

1. Information service: TAP publicity	300.00
2. Holiday decorations	100.00
3. Promotion for Programming and for Collections	600.00
Total D	1000.00

E. COLLECTIONS

This new account shows the Board's concern about losses due to the inadequacy of the present system for security, about the importance of continuing the 'RIF' project for children, and about the importance of art, prints, music and films for the cultural needs of the town. Purchasing should be highly selective. Items purchased will bear the name of the donor and will be displayed, publicly, The Board hopes the publicity will attract additional donors.

1. Books		3400.00
Children's	1800.00	
Reference	1600.00	
2. Music/films		2000.00
Music	500.00	
Films	1500.00	
3. Art		600.00
4. Print		600.00
Total E		6600.00

F. CONTINGENCY

This account is 2.7% of the unrestricted income (GIF and Copier) authorized for the budget.

1. Contingency	535.00
Total F	535.00

G. RESERVES

The amount in the Reserves Account is allocated for 'growth'. Only an emergency will motivate the Board to decide to transfer some portion of this account to one of the other accounts.

1. General Income Fund (GIF)	2207.30
2. Copier	16259.71
Total G	18467.01

Total Budget

Unrestricted	20485.52
Reserves	18467.01
Restricted	6769.48
Total	45722.01

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

September 9, 1982

The special meeting of the Board to prepare the FY '83 Trust Fund Budget was called to order by Chairman Radochia at 7:43 p.m. Mr. Walkinshaw, Mrs. Pinckney, Mrs. Hillier, and Mr. Fenton were present. Mr. Earls was absent. Mrs. Caterino was present from the staff.

COMMUNICATIONS: Mrs. Radochia reported that she had delivered a letter to the Manager's office supporting the appointment of a professional young adult librarian.

Mr. Fenton demonstrated the new Polaroid cameras donated by the manufacturer as part of a test to see if they want to distribute cameras for public libraries nationwide. The idea originated at Robbins Library several years ago when a local resident, Victoria Carr, who works for Polaroid, gave three cameras to the library. Our experience was so good that Ms. Carr was able to convince Polaroid to expand the program.

Mrs. Caterino expressed her concern that the charges for the custodian in the evenings (the union contract requires a three-hour minimum) would be too expensive for most groups to afford. The Board was sympathetic, but reaffirmed their intention to make the cost of the room self-supporting. Mr. Fenton agreed to contact Town Counsel for legal options around the three-hour minimum requirement, and to survey groups that have been regular users about what they might be willing to pay.

OLD BUSINESS: Mrs. Pinckney presented her recommendations for the FY ' 83 Trust Fund Budgets. After some discussion it was
VOTED: (On a motion by Mrs. Pinckney, seconded by Mrs. Hillier) To approve the FY '83 Trust Fund Budget as detailed on the attached sheet.

The meeting was adjourned at 10.:00 p.m.

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

August 30, 1982

The regular monthly meeting of the Board was called to order by Chairman Radochia at 7:30 p.m. Others present were Mrs. Pinckney and Mr. Earls. Mrs. Hillier and Mr. Walkinshaw were absent. Staff present included Mr. Fenton, Mrs. Shen, Mr. Domingues and Mrs. Kantrowitz. Diane Canino and Michelle O'Neil, from the Friends of the Library , Mrs. Margaret Spengler, and Mrs. Maud Thompson were guests.

The minutes of the July 12th meeting were approved with the correction of spelling for Mr. Jack Mayer's name noted.

COMMUNICATIONS: Mrs. Radochia reported receiving notification from the trustees of the Elbridge Farmer Fund that the annual dividend had been paid.

REPORTS: Mr. Fenton reported that the access ramp had gone to bid and that bids would be opened on September 21, 1982. The low bid would then be submitted to the Selectmen for funding. Mr. Fenton also reported that the terminal to link the Technical Services Department with the Boston Public Library data base had been delivered and that following staff training the library would begin ordering its catalog cards on-line. The training is provided by the BPL staff and we have not yet been told when we will be scheduled.

OLD BUSINESS: Because two member of the Board were absent it was VOTED: (On a motion by Mrs. Pinckney, seconded by Mr. Earls) to postpone consideration of the Trust Fund budgets to a later meeting.

Mr. Fenton reported on the staff vacancies that Town Meeting voted to retain in the current budget. After discussion it was VOTED: (On a motion by Mrs. Pinckney, seconded by Mr. Earls) that the chairman write the Town Manager endorsing the proposal for filling the vacant Assistant Director's position with an entry-level professional librarian to be responsible for services to the young adults in the community, and to assist with reference duties in the Art and Music Department.

Mrs. Pinckney reported that the League of Women Voters will be contacting the Board with a list of questions as part of their study of the public library system.

NEW BUSINESS: Former Board Chairman Maude Thompson, and former Selectwoman Margaret Spengler discussed the past and present roles of the Board of Trustees, including the former practice of the Board to submit an annual report distinct from the report of

the Library Director.

Mrs. Shen reported on the music course she took, paid for by the Board, to improve her knowledge of musical forms and composers. She took the course after assuming the responsibility for cataloging new records - a job formerly handled by the Art and Music Department. She felt the course was valuable and thanked the Board for their support.

Mr. Domingues reported on plans for the next Community Enrichment Series. This year we will attempt to schedule the entire series in advance and do more publicity for the series, as opposed to publicity for each individual event. It is hoped that this approach will help improve the visibility of the library as the sponsor for each event.

Ms. Diane Canino thanked Mrs. Radochia and Mr. Fenton on behalf of the Friends for their letters acknowledging and praising the contributions of the Friends during the budget lobbying at Town Meeting. Mrs. O'Neil described plans for the annual book sale on Town Day.

Mrs. Spengler asked if she could attend a future meeting to discuss with the Board and the Director the history of the relationship between the public library and the public schools. She was asked to attend the October 4th meeting, and agreed to do so. She also reported that she was attempting to interes the Museum of Fine Arts in a Cyrus Dallin exhibit and asked whether the library would be willing to lend some of the Dallin works for such an event. The Board indicated that they would be eager to cooperate and Mr. Fenton suggested that Mrs. Spengler contact David Baldwin of the Historical Society who has also been interested in a Dallin exhibit.

NEXT MEETING: A special meeting to work on the Trust Fund Budget was set for September 9, 1982. The next regular meeting of the Board was set for October 4, 1982.

The meeting was adjourned at 9:20 p.m.

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

July 12, 1982

The regular monthly meeting of the Board was called to order at 7:40 p.m. by Chairman Radochia. Other present were: Mrs. Hillier, Mr. Walkinshaw, and Mrs. Pinckney from the Board, Mr. Fenton and Mrs. Kantrowitz from the staff, Ms. Diane Canino, President of the Friends, and Mr. Phillip Burns, a Friend and volunteer. Mr. Earls was absent.

The minutes of the June 8th meeting were approved as distributed.

COMMUNICATIONS: Mrs. Kantrowitz thanked Mrs. Radochia on behalf of the staff for her excellent presentation at Town Meeting in support of the library budget. The staff are very pleased with the efforts that the Board has made to insure adequate staff and budget for the library.

The Board also asked to be on record commending Mrs. Radochia for her work and fine speech. The Board requested that Mrs. Radochia send letters to George Remmert, Howard Winckler, Dan Purcell, and Jack Mayer for their support of the library at Town Meeting.

DIRECTOR'S MONTHLY REPORT: Mr. Fenton presented the Board with circulation statistics for the fiscal year just ended. While system use is down, as might be expected with the cutback in hours of service at the branch libraries, use of the Robbins library is at a record pace. In 1980 when the system set records for circulation, Robbins circulated 299,140 alone. In FY '82 Robbins accounted for 286,790. If the library had offered Sunday service in 1982, as it did in 1980, the old record would have been broken easily.

A discussion of the purpose and form of the Director's report followed. The Board agreed that it would be helpful if the monthly report was tied to the Goals and Objectives for the current year.

REPORT OF AUTOMATION MEETING AT RANDOLPH: Mr. Walkinshaw, Mr. Fenton, Mr. Burns, and David Senerchia (Director of the Town's computer center) attended a meeting in Randolph to hear about the experience of five Connecticut public libraries sharing an automated circulation system. In brief, the program was very good and everyone came away convinced that we should investigate the possibility of a shared system with towns surrounding Arlington.

While on the subject of automation the Board recessed to see a demonstration of the TAP system. While the system was not complete at the time, the project is on schedule and relatively few progrmming problems remain.

OLD BUSINESS: Mrs. Pinckney presented an outline of budget categories for the Board's consideration. The categories are: 1. Innovative Projects, 2. Capital, 3. Staff Development, 4. Community Relations, 5. Contingency, and 6. Reserves.

A lengthy discussion of how to budget the restricted trust funds for book purchases resulted in the following action:
VOTED: (on a motion by Mr Walkinshaw, seconded by Mrs. Pinckney) "The Director, before the end of the first quarter of the fiscal year, shall present a report to the Trustees assessing the needs of the library collections to serve the community better. The Board may then decide which needs it wished to support from income of restricted trust funds."

At the request of Mr. Walkinshaw, Mr. Fenton reported that the plans for the Access Ramp have been completed and are being circulated among various town officials for criticism. The plans should go out to bid this summer, although probably not in time for construction before next spring.

NEW BUSINESS: Mr. Fenton requested the Board to approve a fee schedule for evening and Saturday use of the public meeting room at Fox Branch. The fees are based on current practice by the public schools. After some discussion it was:
VOTED: "To adopt, effective September 1, 1982, a fee for the use of the library public meeting rooms on evenings and Saturdays. The fee will include the wages of a custodian for the duration of the meeting plus $1.00 per hour for overhead expenses." (N.B. — the Board specifically did not vote for actual wage amounts for custodians because these differ depending on the rank of the individual and because wage rates change annually.)

Officers of the Board were elected for the FY 1983. It was
VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Hillier) "The board, by acclimation, elects Mrs. Radochia as Chairman for a second year, and Mr. Walkinshaw as Vice-Chairman."

Mr. Fenton asked for a member of the Board to serve as liason for automation activities. Mrs. Hillier agreed to serve.

NEXT MEETING: The next meeting will be Monday, August 30th at 7:30 p.m. in the Director's Office.

ADJOURNMENT came at 10:03 p.m.

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700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

June 8, 1982

The regular monthly meeting of the Board was called to order by Chairman Radochia at 7:35 p.m. Present were Mrs. Pinckney, Mrs. Hillier, Mr. Walkinshaw and Mr. Earls. Mr. Fenton and Mrs. Greene represented the library staff.

The minutes of the May meeting were approved as distributed.

COMMUNICATIONS: Mr. Fenton read a letter from Laura Pershin Raynor of the Adult Services Department announcing her intention to resign from the staff at the end of August. Ms. Raynor has been responsible for senior citizen programing and has also done many storytelling programs for all ages. She will be devoting full time to storytelling and will remain in Arlington. Mr. Fenton expressed his regret at her leaving the staff and the Board accepted the resignation with reluctance.

REPORTS: Mr. Fenton distributed his monthly report noting the omission of circulation statistics for the Junior Library.

Mr. Fenton reported on a meeting held at the library on June 1st with librarians from Lexington, Bedford, Medford, Concord, Lincoln, Waltham, and Winchester. The meeting was called to discuss the possibility of several libraries sharing an automation system. All of the librarians are interested in automation and all are interested in sharing a system. A sub-committee was formed (Lexington, Lincoln, Concord, Bedford, and Arlington) to draft system performance requirements. Mr. Fenton will continue to keep the Board advised of the group's progress.

OLD BUSINESS: The Board spent considerable time discussing the library budget which will come before Town Meeting later this month. After the discussion it was

VOTED: (On a motion by Mr. Walkinshaw, seconded by Mr. Earls)
To seek to amend the Town Library Budget recommended by the Finance Committee by reinstating the two and one-half vacant positions.

Mrs. Pinckney described her continuing efforts to improve the Board's control of Trust Funds. Mrs. Radochia was asked to send a letter to the Town Treasurer requesting confirmation of the fund transfers voted by the Board at the May meeting.

After further discussion of the Trust Funds it was

VOTED: (On a motion by Mrs. Pinckney, seconded by Mr. Walkinshaw) To continue the policy of maintaining the principal of each trust fund in the best possible position for strengthening the capability of the entire trust fund portfolio to experience growth in equity and in short-term earnings."

NEW BUSINESS: There was no new business before the Board.

DATE OF NEXT MEETING: Monday, July 12, 1982.

ADJOURN: The meeting was adjourned at 9:15 p.m.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

May 17, 1982

The regular monthly meeting of the Board of Trustees was called to order by Chairman Radochia at 7:45 p.m. Present were Mrs. Hillier, Mrs. Pinckney, and Mrs. Radochia for the Board and Mr. Fenton, Mrs. Kantrowitz, and Mrs. Caterino for the Library Staff. Mr. Earls and Mr. Walkinshaw were absent.

The minutes of the April 5th meeting were passed as written.

COMMUNICATIONS: Mr. Fenton read a letter from the East Arlington Residents Association requesting a change in hours at the Fox Branch to make the library available one extra evening. The association suggested Tuesdays. Mr. Fenton was asked to write President Quimby explaining that if existing vacancies are filled we could add an evening. The suggestion was for Monday rather than Tuesday evening. A second letter from the Gerber family of East Arlington was read and Mr. Fenton was asked to convey the same information to them.

REPORTS: Reports were given on National Library Week activities (highly successful), the TAP computer project (on schedule), and the progress on the FY '83 budget. On the latter topic Mr. Fenton brought the Board up to date on the proposals of the Town Manager and the Selectmen who support the idea of funding an automated circulation system at $50,000 with a matching like amount to be paid by the Trustees. As this is an important matter the Board decided to take no action until a full discussion with the full Board could be held.

Mr. Fenton announced that summer hours would commence on Memorial Day Weekend and end on Town Day as was done last year. The Board concurred with this.

Mr. Fenton reported on a meeting with the Town Manager about charging a fee for the evening use of the Fox Library meeting room. The manager and Mr. Fenton agree that a fee should be charged in line with fees already established for similar facilities by the Town and the School Department. The Board agreed and suggested that the fee begin in September. Mr. Fenton will research existing fees and report to the Board as informtion is available.

OLD BUSINESS: Betty Pinckney reported on further progress with the management of the Trust Funds. After some discussion it was
VOTED: (on a motion by Mrs. Hillier, seconded by Mrs. Pinckney)
To request the Town Treasurer to transfer the funds deposited to establish the Mary Haney McGuire Memorial Trust Fund out of the

General Income Trust Fund and into a seperate account with other restricted library Trust Funds managed by the New England Merchants Bank. Mrs. Radochia was requested to write the letter to the Town Treasurer for the Board.

On a related matter, after some discussion, it was
VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Hillier) To request the Town Treasurer to discontinue withdrawing income from the Gruber and Fay Trust Funds for deposit in the General Income Fund. The Board wishes to restore the classification of these funds to 'restricted' so that the income from each fund is expended for the specific purpose the donors indicated in their wills.

Mrs. Pinckney requested that, at its next meeting, the Board discuss a policy statement concerning the use of unrestricted principle.

DATE OF NEXT MEETING: Set for Tuesday evening June 8th at 7:30 in the Director's Office. Note the change from Monday to Tuesday to accomodate Town Meeting.

The meeting was adjourned at 10:05 p.m.

Respectfully submitted,

Peter Fenton
Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

April 5, 1982

The regular monthly meeting of the Board of Trustees was called to order by Chairman Radochia at 7:34 p.m. The full Board was present plus Mrs. Kantrowitz and Mr. Fenton.

The minutes of the March 1, 1982 meeting were approved.

A discussion of the problems outlined in the Director's Monthly Report included several suggestions for coping with the present backlog of unslipped materials in the Circulation Department. These were: close the library for a day to get caught up; ask the staff to come in on a volunteer basis on a Sunday; solicit more volunteers - particularly for Saturdays. Mr. Fenton reported that the root of the problem was a manual system that is strained beyond its capacity. A meeting of the Circulation and Adult Services Departments is scheduled for next Monday morning to seek short-term solutions to the problems. The long term solution must involve data processing.

Mrs. Pinckney reported on further work with the restricted Trust Funds. After some discussion it was
VOTED: (on a motion by Mrs. Pinckney, seconded by Mrs. Hillier) "That the Treasurer's Office be requested to withdraw $1375.00 from the Print Fund and deposit that amount in the General Income Fund to reimburse the General Income Fund for $880.00 paid in FY '81 and $495.00 paid in FY '82 for prints."

Mrs. Pinckney then moved: "That the Treasurer's Office be requested to transfer the accumulated income as noted to the General Income Fund: Blake Fund $3758.73, Mott Fund $3012.17, Pratt Fund, $1024.51, Sprague Fund $9814.73, Teele Fund $419.14, Thompson Fund $5913.55, Vaughan Fund $137.34, A and A Wellington Fund $6596.18, Farmer Fund $26,687.28." After discussion it was
VOTED: (on a motion by Mrs. Hillier, seconded by Mr. Earls) "To table the proposed motion to transfer additional funds to the General Income Fund until after the April 22nd meeting with representatives from the New England Merchants Bank."

Mrs. Pinckney then requested the Board to close out the Robbins Library Concert Fund - a hold-over from the days before the Community Enrichment Series was established. It was
VOTED: (on a motion by Mrs. Hillier, seconded by Mr. Earls) "That the Treasurer's Office be requested to transfer the principal and interest of the Robbins Library Concert Fund to the General Income Trust Fund." ($762.18 at the time of Mrs. Pinckney's report)

Mrs. Pinckney then recommended to the Board that the General Income Fund be restricted to income only from the several funds that were originally designated for that purpose when the General Income Fund was established in 1969. After discussion it was
VOTED: (on a motion by Mrs. Pinckney, seconded by Mr. Earls)
"That the General Income Fund be limited to those funds which were designated for it originally in 1969."

At the suggestion of Mr. Fenton it was then
VOTED: (on a motion by Mrs. Hillier, seconded by Mr. Earls)
"That Mrs. Pinckney be commended for the fine work that she has performed this year in helping the Board establish policies and procedures for better managing the trust funds under their care."

COMMUNICATIONS: Mrs. Radochia reported that she had sent a letter to Mrs. Yood in reply to her letter about the Access Ramp. She also sent a letter to Town Treasurer John Bilafer as requested by the Board at the March meeting, reminding him of his obligation to supply regular reports on the status of the trust funds.

Mr. Fenton presented material received from the Board of Selectmen regarding a request from Families of America, Inc. to establish a bookmobile in Town for the purpose of circulating various religious and inspirational materials. After some discussion the Board requested that Mr. Fenton inform the Board of Selectmen that
"The Board of Library Trustees concurs in the view that the proposal of Families of America, Inc. is not within the province of the Board of Library Trustees."

Mrs. Radochia read a letter from James Forte announcing his resignation from the Community Enrichment Series Committee. In his letter Mr. Forte expressed admiration for the fine job that Larry Domingues (Head of Art and Music) has done in managing the series. The Board accepted the resignation with regret, and Mr. Fenton volunteered to write to Mr. Forte expressing the thanks of the Board and the Library Staff for his long and diligent participation.

Mr. Fenton read a proposal for a Town By-Law submitted for the Board's consideration by Mr. John Beal. The proposed by-law reads: "Reference and circulating copies of all Arlington Public Documents shall be filed in the Arlington Public Library. No document shall have official status until so filed.: It was
VOTED: (on a motion by Mr. Walkinshaw, seconded by Mr. Earls)
"To receive Mr. Beal's proposed by-law."

OLD BUSINESS: The hour being late it was agreed to postpone discussion of the FY '83 Goals and Objectives.

Mrs. Pinckney introduced a proposal regarding the policy and procedures for restricted trust funds. After some discussion of the philosophy and legal restrictions behind these funds the Board agreed to defer action to a later date so that more thought

can be given to the question.

NEW BUSINESS: At the request of the Board, Mr. Fenton distributed a list of the members of the Town Finance Committee and the Budget and Revenue Task Force and a fact sheet about the impact of last year's budget reduction on the library. A discussion of ways to lobby effectively for library budget support followed. No formal action was taken.

DATE OF NEXT MEETING: The next meeting will be Monday, May 3, 1982 at 7:30 p.m. in the Director's Office. Mr. Fenton was requested to invite the Town Manager, Finance Committee Chairman, Alan Tosti, Finance Committee Library Liason, John Perry, and Budget and Revenue Task Force Chairman, Selectman Charles Lyons to attend the meeting.

The meeting was adjourned at 9:20 p.m.

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBARY TRUSTEES

March 1, 1982

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:50 p.m. by Chairman Radochia. Mr. Earls and Mrs. Pinckney were present. Mrs. Hillier and Mr. Walkinshaw were absent. Mr. Fenton and Mrs. Kantrowitz represented the staff.

The minutes of the February 22nd meeting were approved.

COMMUNICATIONS: None received since the last meeting.

REPORTS: Mr. Fenton said that he would distribute his regular monthly report with the minutes of the meeting.

OLD BUSINESS: The Board discussed the draft of Goals and Objectives distributed at the last meeting. Mrs. Pinckney had revised the goals and the discussion focused on her draft. After the discussion it was
VOTED: (on a motion by Mr. Earls, seconded by Mrs. Pinckney) to approve the following six goals for FY '83:

Goal 1. To strengthen the capability of the library to maintain the tradition of excellent library service.

Goal 2. To increase the efficiency and economy of library operations.

Goal 3. To improve library buildings, grounds, furnishings and equipment.

Goal 4. To encourage library patrons to improve their skills in using library materials and resources.

Goal 5. To restructure and focus public relations.

Goal 6. To increase the number of regular library users in Arlington.

Mrs. Pinckney reported on her progress with the restricted trust funds. She expressed concern that the Town Treasurer has not provided quarterly reports from the New England Merchants Bank or the Massachusetts Municipal Depository Trust on the status of trust fund investments. In its January 5, 1981 vote to authorize the Town Treasurer to manage the trust fund investments the Board requested these reports, and a letter from Mr. Fantini to Chairman Radochia on December 2, 1981 promised that the reports would be sent.
VOTED: (on a motion by Mrs. Pinckney, seconded by Mr. Earls) That

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MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

February 22, 1982

The regular meeting of the Robbins Library Board of Trustees was called to order by Chairman Radochia at 7:45 p.m. All members of the Board were present as were Mr. Fenton and Mrs. Kantrowitz.

The minutes of the January 4th meeting were amended to include Mr. Earls desire to resolve the question of security for the fine arts collections stored in the attic and throughout the building. The minutes were accepted as amended.

COMMUNICATIONS:

Mr. Fenton read a letter from a Mr. Kozlowski from Rhode Island offering to purchase discarded books to resell. He said that he had cancer and was hoping to support himself in this manner. After some discussion the Board requested Mr. Fenton to send him a letter describing library policy on discarded books - particularly the contributions to Symmes Hospital. The Board felt that the library should continue to support this local charity.

Mr. Fenton read a letter from Mrs. Molly Yood stating her views on the best way to handle the need for a handicapped access ramp. The letter was essentially the same as the one printed in last week's Arlington Advocate. Mrs. Radochia agreed to write to Mrs. Yood thanking her for her interest and explaining the design that the Board has approved.

REPORTS:

Mr. Fenton's annual report was discussed and Mrs. Pinckney expressed concern that more attention be paid to the continuing high level of service that the library provides rather that focusing on special projects and activities. A discussion followed about the best way to present an accurate picture of the very difficult year that the library had as a result of the tax cap without making the report entirely negative, and at the same time reprting the many good things that were accomplished without sounding as though no changes resulted from the budget and staff reductions.

Mrs. Kantrowitz reported on her study of the collections and presented a list of desiderata for the Board to consider as it budgets the restricted trust funds. Mrs. Pinckney and Mr. Fenton agreed to meet prior to the next full Board meeting to prepare

recommendations for the Board's consideration on how to manage and budget the restricted funds.

Mr. Fenton reported on the latest progress of the handicapped ramp project. A meeting between the architect and representatives of the Historical Commission earlier this month has led to closer agreement on design details. A further meeting is scheduled for later this week (Thursday or Friday).

OLD BUSINESS: Mr. Fenton asked the Board to vote approval of an agreement with the Eastern Massachusetts Regional Library System and the Boston Public Library that would provide a free computer terminal to the library for the purpose of using the Boston Public Library's on-line cataloging service. After some discussion in was
VOTED: On a motion by Mr. Earls, seconded by Mr. Walkinshaw, to accept the loan of a computer terminal from the Boston Public Library. (Passed 4-1, Mrs. Pinckney voting in the negative.)

Mr. Earls reported on conversations with Town Counsel, John Maher regarding the fine arts collection. Mr. Maher was to have visited the library to see the materials in question, but has been unable to do so. Mr. Earls and Mr. Fenton will continue to seek advice on the alternatives for disposing of art work, including loans to museums, sale, or gift (for example to the Historial Society).

NEW BUSINESS: Mr. Fenton reported on his experiences a the Pikes Peak Library District in Colorado Springs and showed exerpts from the video tape he made at the main library there. As the meeting was running late and two members had to leave, the discussion of automation was postponed to the next meeting.

NEXT MEETING: The next meeting of the Board was set for Monday, March 1, 1982 at 7:30 p.m.

ADJOURN: The meeting was adjourned at 9:40 p.m.

the Chairman write the Town Treasurer to remind him of his obligation to supply regular reports on the status of the trust funds and to request that he do so.

After further discussion about the trust funds it was VOTED: (on a motion by Mrs. Pinckney, seconded by Mr. Earls) to reapprove the authority of the Town Treasurer to manage the trust funds as follows:

The Town Treasurer is hereby delegated the authority to invest and re-invest all trust funds held by the Board of Library Trustees as Trustees for the maintenance of and care of the Robbins Library in the Town except as specifically limited in any of said trusts and further authorize the Town Treasurer to invest all or any part thereof in an institutional fund, common fund or pooled fund pursuant to Chapter 180A of the General Laws provided however that the Treasurer shall forward copies of all written reports including reports provided by the investment advisor and shall meet at least semi-annually to discuss overall investment strategy with the Board. This vote shall expire on March 1, 1983.

Mr. Fenton requested a special meeting for the Board to begin discussing the implications of automation for the library. At the request of Mrs. Pinckney, he agreed to provide background materials and a bibliography on library automation for the members to digest prior to the meeting. The special meeting on automation was set for Tuesday, March 23rd at 7:30 p.m.

NEW BUSINESS: After a brief discussion, the Board agreed to contact, individually, members of the Finance Committee, Board of Selectmen, and any Town Meeting Members they know to encourage support for library funding next year. The Board agreed that the approach should be to point out the proportionally high budget reduction that the library sustained last year compared with the other town departments. Mr. Fenton was requested to provide more specific information about the actual effects of level funding. The Board also noted that the Friends could be vital in this effort and should be contacted about it.

DATE OF NEXT MEETING: Monday, April 5, 1982 at 7:30 p.m.

The meeting was adjourned at 10:02 p.m.

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

January 4, 1982

The regular meeting of the Robbins Library Board of Trustees was called to order by Chairman Radochia at 7:36 p.m. All members of the Board were present as were Mr. Fenton and Mrs. Kantrowitz.

The minutes of the December 14th meeting were approved.

COMMUNICATIONS: Mr. Fenton informed the Board that a new trust fund had been formed with a gift of $2000 from Mr. and Mrs. Joseph Heanue in memory of a relative. The fund will be called the Mary Haney McGuire Memorial Library Fund. The principal, interest, and any future contributions are to be invested for a period of 20 years before the income may be spent. The fund is to be used for purchasing reference materials.

Mr. Fenton read a letter he had written in response to a child's letter to the Town Manager about the cut in library hours. A copy is attached to these minutes.

REPORTS: Mr. Fenton briefed the trustees on events of the month - principally that the new microcomputer had been delivered and that staff morale had been improving since the reduction of the branch library schedules in mid-December. He reported that he was preparing the annual report for 1981 and would have copies ready for the next meeting of the board.

OLD BUSINESS: Mr. Fenton reported on the Selectmen's discussion of the handicapped access ramp project at their meeting on December 21, 1981. Mr. Fenton was requested to obtain current estimates for the project. The Historical Commission endorsed the front of the building as a site for the ramp, but wished to review the possibility of a ramp at the Robbins House side of the building.

Mrs. Pinckney presented the balance of the Trust Fund Budget for FY'82. She introduced language defining the scope of the budget categories, and introduced a sixth and final category called 'Reserves' with the amount of $15,947 to reflect the unallocated funds left in the General Income Trust Fund.

VOTED: On a motion by Mr. Walkinshaw, seconded by Mrs. Hillier, to add $500 to the Equipment/Facilities/Capital Improvements Budget for the purpose of refurbishing the Information Workroom.

VOTED: On a motion by Mrs. Pinckney, seconded by Mr. Earls, to approve the FY'82 Trust Fund Budget, Part 1, as amended with the budget category descriptions.

NEW BUSINESS: A discussion of the various trust funds followed, including recommendations for closing out several of the smaller, inactive funds. No action was taken.

Mr. Walkinshaw objected to a bill from the Town Hall for the removal of wax from the stage in preparation for the town Christmas program. It was agreed to hold the bill pending further information.

Mr. Earls expressed concern for the security of the many art ojects stored in the attic and throughout the building. He promised to meet with Town Counsel, John Maher to discuss the alternatives for insuring and/or disposing of the materials.

NEXT MEETING: The next meeting was set for Monday, February 1, 1982 at 7:30 p.m.

ADJOURN: The meeting was adjourned at 9:35 p.m.

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MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

December 14, 1981

The regular meeting of the Robbins Library Board of Trustees was called to order by Chairman Radochia at 7:36 p.m. Mrs. Hillier, Mr. Earles, Mrs. Pinckney, Mr. Walkinshaw, and Mr. Fenton attended.

The minutes of the November 9th and November 16th meetings were accepted with minor editorial corrections.

COMMUNICATIONS: Mr. Fenton reported that the Library had been notified that it would receive $24,109.50 in state aid according to the present formula of $.50 per capita, based on the 1980 census for the town.

Mr. Fenton reported that he had located the motion voted at the Board's October 12, 1981 meeting supporting the efforts of the Director to resolve staffing and scheduling problems. The exact language had been lost at the time, and so had not been included in the minutes of the meeting. It is inserted here for the record:

VOTED: (unanimous) "Because of the number of hours the library is required to be open, and the number of staff members we are allowed to have to cover those hours, the Robbins Library System is not functioning as effectively as we believe it should. We would support the efforts of our Director to resolve these problems in a manner that would be reasonable for the staff and for the community."

Mr. Fenton read the memorandum from Marilyn Kenney (Head, Circulation Department) to the staff describing changes in loan periods that will be effective January 4, 1982. In brief, loan periods will be 7 days for new fiction and certain circulating reference material, and 21 days for everything else. This change eliminates the 14 day loan period for new non-fiction. The change was recommended to make in-house circulation routines more efficient and to simplify the loan policies for the public.

Chairman Radochia read a letter from Michelle O'Neil, Chairman of the Friends of the Library, reporting income of $870 from the Town Day book sale.

REPORTS: Mr Fenton apologized for not having distributed a monthly report prior to the meeting. He made a brief oral report and promised to deliver the written report later.

Mr. Fenton reported that 150 people, mostly young children, had attended the storey-telling program that the Trustees sponsored as part of the dedication events at the Unitarian Universalist Church. The Trustees approved $100 for Laura Pershin (Robbins Library) and Ellen Block (Somerville Public Library) who organized and presented the program on their own time.

OLD BUSINESS: Mr. Fenton discussed the progress of the handicapped access ramp and showed the initial plans for the ramp going into the basement from the front of the library as prepared by architect Mark Mitchell. On a motion by Mr. Walkinshaw, seconded by Mr. Earls, the Board
VOTED: "The Trustees approve the location of the handicapped access ramp at the front of the Robbins Building as shown in the initial designs of Mark Mitchell."

Mrs. Pinckney presented revised policies and guidelines for the use of Trust Funds in the future. After some questions and discussion, on a motion by Mrs. Pinckney, seconded by Mr. Earls the Board
VOTED:"To approve the policy for budgeting and expending income from trust funds as presented by Mrs. Pinckney."
(copy of new policy attached)

After further discussion,on a motion by Mrs. Pinckney, seconded by Mr. Walkinshaw, the Board
VOTED:"To approve the guidelines for budgeting and expending income from trust funds as presented by Mrs. Pinckney."
(copy of new guidelines attached)

Mrs. Pinckney then presented the FY'82 Trust Fund budget. After some discussion, on a motion by Mr. Walkinshaw, seconded by Mr. Earls the Board
VOTED: "To approve the budget as presented by Mrs. Pinckney, recognizing that some further items are pending and will be presented at the next meeting."

The next meeting was set for Monday, January 4, 1982.

The meeting was adjourned at 9:30 p.m.

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DIRECTOR's REPORT

October 1981

PERSONNEL: Early in the month the Town Manager agreed to my proposal to hire two AG 4 non-professional staff in lieu of replacing the Assistant Director. We also held interviews for the LS 2 to replace Stella Shen in Adult Services, and to provide a branch/children's librarian for Dallin and Fox. And we interviewed for a secretary/circulation AG 4. On the morning after we had completed our final interviews and selected the first choice candidates for these three jobs, the Town Manager announced a temporary job freeze pending a review of potential revenues for FY '83.

The staff have been working under severe strain all fall since the return to winter hours and the loss of the Assistant Director and Assistant Children's Librarian. They have been very accomodating about filling in at the branches as needed although it means that their own work has become backlogged. Their cooperation was possible, in part, because they anticipated having new staff on board by the end of the month to alleviate the situation. The decision to postpone filling these vacancies has caused a sharp drop in morale among the entire staff. There is considerable cynicism about Town Government's attitude toward the library. Without some tangible evidence of support to dispel this attitude I am afraid that serious and permanent damage will be done to the fine spirit that has characterized the library staff for the past several years.

SCHEDULES: Without belaboring the point, but rather to illustrate the effect of the full schedules on our staff (now down 11 full-time positions from a year ago) Robbins Library staff spent 156 hours at the branch libraries in October. Although the Circulation Department bore the brunt of this duty, Technical Services, Adult Services and the Director counted for 51 hours. The time does not include travel so the actual loss of productive work at Robbins is higher. If this schedule persists much longer work-backloggs in all departments will become critical. For example, no new books were ordered for the Jr. Library all month.

VOLUNTEERS: On Friday the 16th I participated in a program soliciting volunteers by speaking at a meeting of the Arlington Chapter of the American Association of Retired People. The library was also included in an article on volunteers in the Arlington Advocate. Both efforts have yeilded applicants and we now have 10 volunteers working in the system. Although we cannot leave volunteers on a public desk alone - except that we have done so in emergencies - they are helping us cope with the backlog of slipping returned books, preparing magazines for circulation, repairing books, and other behind-the-scenes tasks. Because volunteers can take a lot of staff time training and supervising, we have become very quick to let someone know if they are not satisfactory.

PHYSICAL PLANT: During October Dallin suffered from two attempted break-ins and some Halloween vandalism. In mid-month a basement window was broken but no entry was achieved. On the last Friday of the month someone removed the hinge pins from the front door hinges and attempted to pry the door open - again without success. Finally, on Halloween night the front door windows were broken and eggs were thrown into the vestibule. Apparently no one went inside. The glass was replaced with Lexan on Monday, November 2nd. Neither of the other libraries suffered any damage over the Halloween weekend.

The window and bookcase partition at the foot of the stairs to the Art and Music Department were moved 90 degrees to the right so that the stairs are now blocked from the front door. The move was made to improve security by forcing people decending the stairs to pass a public desk before exiting from the building. As soon as the electricians install a junction box we will relocate the Circulation Desk to further improve security and efficiency. The new desk configuration will enclose a smaller area making it easier to staff with one person whenever traffic allows.

Respectfully submitted,
Peter L. Fenton
Peter L. Fenton
Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

Mr. and Mrs. Frederick Allen
53 Richfield Road
Arlington, Massachusetts
01274

November 3, 1981

Dear Mr. and Mrs. Allen:

On behalf of the Robbins Library Board of Trustees and Staff, thank you for your most generous donation of $1000 to supplement our book funds this year. Your continued interest and support is particularly gratifying and important this year as the library struggles to sustain traditional services in the wake of the tax cap legislation passed a year ago.

Over the years, Robbins Library has been fortunate in the support of citizens like yourselves who appreciate the unique value of a free public library in the community. Today, with the cultural emphasis turned inward glorifying the individual, it is all too rare for someone to make a contribution to the general good of the magnitude that you have. The "me generation" may be good for the individual, but it is definitely not good for society.

I know that you are not interested in public acclaim for your gift. I would certainly be happy to have a modest bookplate printed acknowledging your contribution if you would approve such a thing. Many people use the book plate as a memorial, so you might consider putting someone else's name on it, thus preserving your own anonimity. Let me know what you think.
At any rate, you have provided a very bright spot in an otherwise gloomy year, and we are all forever grateful.

Very sincerely,

Peter L. Fenton

Peter L. Fenton
Director

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

November 9,1981

The regular meeting of the Robbins Library Board of Trustees was called to order by Chairperson Radochia at 7:20 p.m. Ms. Hiller, Pinckney, Mr. Fenton attended. Mrs. Kantrowitz, representing the Library Professionals Union, also attended.

MINUTES. The Minutes of the meeting of October 12, 1981 were corrected as follows: Section: 'REPORTS', Sentence 3, delete ' but through a series of clerical errors the exact language has been lost' and delete Sentence 4.

VOTED : To approve the Minutes of the October 12, 1981 meeting,as corrected.

COMMUNICATIONS. Director Fenton informed the Trustees of a gift of $1000 from Mr. and Mrs. Frederick Allen, Richfield Road Arlington, to the Trustees to supplement the book fund. In 1980, the Allens presented the library trustees with a check for $500 to be used for the Junior Library. A copy of the Director's letter of acceptance and appreciation is filed with these Minutes.

REPORTS . Director Fenton added to his written report (copy filed with these Minutes) by informing the Board of the latest round

of meetings with the Town Manager and his assistant concerning the continuing problem of reconciling the Town Manager's recommended hours for library service with the reductions in personnel. Mr. Fenton expressed hope for an adjustment in this recommendation. Chairperson Radochia reported that her meeting with Mr. Grannan, Chairman of the Board of Selectmen, the Town Manager and Mr. Fenton was a positive exchange of concerns and an important prelude to the round of meetings reported by Mr. Fenton.

Mr. Fenton informed the Board of the current town-wide freeze on hiring. Ms. Hillier expressed the need for Board members to be alert to opportunities to inform town officials of the needs of the library before the officials make final decisions on such critical issues as size of the workforce and hours and location of services.

Mr. Fenton announced that the Town Manager's Office has released the directive that Department budget totals for FY1982 must not exceed the totals approved for FY1982. The Mr. Fenton noted that the library staff member who is on maternity leave is entitled to return to the same or a comparable position and the FY1983 budget should fund a job slot for this ~~staff person even though she is currently~~ ~~position and the FY1983 budget should fundth~~ position and the FY1983 budget should fund this job slot regardless of the number of staff persons currently on duty.

Mrs. Kantrowitz reported that her experiences attending the 'Basic Course on On-Line Data Base Searching', Library Institute for Continuing Education, October 2,3, 1981

were challenging as well as practical. The Institute is sponsored by Simmons College Graduate School of Library and Information Sciences.(A copy of the course brochure is filed with these Minutes)

BRACKETT SCHOOL AFTER SCHOOL PROGRAM,INC. (BSASP). The sponsors of BSASP do not appear to agree on the action they wish to take in relocating their activities. For this reason and because one of the results of Proposition 2½ has been changing library schedules, it was moved, seconded and

> VOTED: to reject the BSASP request to locate their activities on the lower level of the Dallin Library Building.

TRUST FUND GUIDELINES AND BUDGET: TRUSTEES BYLAWS. It was moved, seconded and

> VOTED that the Trust Fund Guidelines and budget as well as the Trusteebs'Bylaws be tabled until the next meeting.

The Board AGREED to schedule a special meeting on November 16,1981 to consider the Trust Fund Guidelines and Budget.

The Board AGREED on the need to assess expertise needed for Board membership, to inform the Town Manager and to recommend to the Town Manager candidates for membership with particular expertise.

UNITARIAN CHURCH DEDICATION. Mr. Fenton informed the Board that Laura Pershing and Ellen Block will be among the group of storytellers at the library-sponsored Story Hour , December 2, 1981, to celegrate the dedication of the Unitarian Church.

Ms. Hillier suggested that the Director invite Community Access Cable Television to televise the Story Hours on December 2,1981.

It was moved, seconded and

VOTED to appropriate one hundred dollars ($100.00) plus expenses to pay for the December 2 Unitarian Church Dedication Story Hour program performers.

ADJOURNMENT. Chairperson Radochia adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Bette V.Pinckney
Secretary Pro Tempore

Robbins Library
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MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
November 16, 1981

The regular meeting of the Robbins Library Board of Trustees was called to order by Chairman Radochia at 7:15 p.m.. Ms. Hillier, Mr. Earles, Ms. Pinckney, Mr. Walkinshaw Ms. Kantrowitz, and Mr. Fenton attended.

Ms. Pinckney presented her draft of the Board of Trustees Policy and Guidelines for Budgeting and Expending Income from Trust Funds. A prolonged and fruitful discussion followed and several passages were revised. Ms. Pinckney was requested to present a final draft for approval of the Board at the December meeting.

Action on the FY '82 Trust Fund Budget was postponed pending final action on the Guidelines. Ms. Pinckney volunteered to meet with Town Assistant Treasurer Fred Fantini to clarify questions about the General Income Trust Fund - the current balance, anticipated income, and so on.

Mr. Fenton was requested to provide information on any funds expended to date for staff development and community relations, plus any anticipated expenses for the rest of the year.

The Board approved the expenditure of $100 for the Children's Story Hour program to be presented at 3:00 p.m. on Wednesday December 2 at the Unitarian Church as part of their dedication program.

The next meeting was set for Monday, December 7 at 7:30 p.m. The later starting time was agreed to because everyone felt that 7:00, the traditional time, was too early.

Respectfully submitted,
Peter L. Fenton
Peter L. Fenton
Director
Secretary pro tem

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

October 12, 1981

The regular meeting of the Robbins Library Board of Trustees was called to order by Chairman Radochia at 8:00 p.m. in the Quiet Study Room. Mrs. Hillier, Mrs. Pinckney, Mr. Walkinshaw, Mr. Fenton and Mrs. Caterino attended.

The Minutes of the previous meeting were approved as submitted.

COMMUNICATIONS

A letter from the Brackett After-School Program, Inc. was read. The organization is investigating alternative sites for their program and they inquired about the possibility of using the basement room at the Dallin Library. Mr. Fenton reported that he had met with representatives of the group to discuss the possibility, and he stated that he had no strong feelings either for or against the proposal. The trustees asked Mr. Fenton to get more specific information including the number of children involved, the liability and insurance implications, if any. Mr. Walkinshaw cautioned against taking any steps that might add to the work of the library staff. The trustees agreed that no action should be taken pending further information.

Mr. Fenton reported that the Board of Library Commissioners had awarded the library an LSCA grant of $9,473 to purchase a microcomputer. The purpose of the grant is to automate the TAP - The Answer Place files as a prototype for other libraries. Mr. Fenton explained that the computer will also be used for a variety of other library functions such as cataloging, maintaining the borrowers file, supply inventory, and other time-consuming clerical chores.

REPORTS

Mr. Fenton's monthly report was reviewed. The trustees expressed continued concern over the Town Manager's position about the branch library schedules. A resolution was unanimously adopted by the trustees, but through a series of clerical errors the exact language has been lost. The board should reaffirm their position on the best way to deliver library

services to the town in light of fiscal and staffing constraints at the November meeting.

OLD BUSINESS

The discussion of the Trust Fund Budget and the Trustees Bylaws was deferred to a later meeting.

The trustees discussed the participation of the library in the Unitarian Church Dedication and it was agreed to sponsor a program for children. This suggestion seemed appropriate to the library, and would be the only program directed apecifically at children on the schedule of events thus far.

NEW BUSINESS

The discussion of the role of the Board of Library Trustees was deferred to a later meeting.

The meeting adjourned at 10:10 p.m. without setting a date for the next meeting.

Respectfully submitted,
Peter L. Fenton
Peter L. Fenton
Secretary pro tem

N.B. Since the resignation of the Assistant Director at the end of September left the trustees without a permanent secretary, it is necessary to decide who should be responsible for the minutes at each meeting.

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MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m. Tuesday, September 8, 1981 by Chairperson Radochia. Also attending were Mr. Earls, Mrs. Hillier, Mrs. Pinckney, Mr. Walkinshaw, Mr. Fenton, Mrs. Caterino and Ms. Remmert.

The minutes of the previous meeting were accepted as written.

COMMUNICATIONS

Two letters of resignation were received effective September 26, 1981. Corinne Fisher, Asst. Children's Librarian will become Children's Librarian at the Reading (Mass.) Public Library. Maryellen Remmert, Assistant Director, has accepted the position of Director at the Bridgewater (Mass.) Public Library. Mr. Fenton expressed his regret at losing two fine librarians, and described Ms. Remmert as "...one of those rare individuals who truly cannot be replaced." The Trustees accepted the resignations with regret.

resignation of Asst. Director and Asst. Children's Libn.

Mrs. Radochia said that she had written a letter of appreciation to Mr. Tao who retired in August.

REPORTS

Mrs. Hillier commended Mr. Fenton on the Director's Monthly Report. The report included news of Mr. Tao's retirement and the resulting reshuffling of staff and responsibilities in Technical Services. Also covered were adolescent behavior problems, particularly at Fox, and the high registration of the summer reading clubs at all three libraries.

Director's report

In response to a question about rental funds for facilites made at the previous meeting, Mr Fenton reported that any income from the rental of library facilities would go to the general income fund of the Town. A warrent article would have to be approved at Town Meeting to establish a revolving fund to enable the library to retain the money.

Mr. Fenton presented a report on the Massachusetts Municipal Fund including a brochure obtained from the Treasurer's Office. The Town Treasurer's Office reported that $53,175 was available in unrestricted trust funds as of June 30, 1981. Monthly income for the fiscal year just ended ran to $2,126.50 on all trust funds, with $692.00 available monthly from the unrestricted funds. Earnings per year on the unrestricted funds was projected at $8,309.08. The Treasurer's Office is preparing a memo to the Trustees requesting that at the end of each fiscal year, income from the Trust Funds be transfered to the General Income Trust Fund.

Trust Funds average income

Branch hours

Mr. Fenton stated that he had submitted a memo to the Town Manager recommending that the branches be closed on Saturdays; at 5 p.m. instead of 6 p.m. on evenings when there is no night service; and to close one evening per week at each branch. Mrs. Radochia stated that she would meet with the Town Manager to support Mr. Fenton's request.

OLD BUSINESS

Criteria for Trust Fund spending

The Trustees reviewed Mrs. Pinckney's suggested criteria for making expenditures from the Trust Fund Budget. Discussion centered on whether projects should be directly related to line items in the library budget. Mrs. Pinckney agreed to eliminate this criteria from her report. Mr. Fenton suggested that the Board commit itself to the principle of retaining a certain amount of the income each year to build the endowment. Mr. Walkinshaw suggested the Trust Funds could be increased through donations, and suggested writing a letter to local funeral directors to suggest that the library be offered as a suitable place for a memorial gift when families ask for suggestions. The Trustees agreed to determine the amount of income to be spent and reinvested on an annual basis rather than establish a fixed amount or percentage which could prove restrictive.

Robbins prints

Mr. Fenton said that he would investigate the legal restrictions, if any, on the Robbins print collection since there were many duplicates that could be sold.

Director requests $12,560 for FY '82 from Trust $

Mr. Fenton requested $12,560 from trust funds in FY '82 for purposes of programming (Community Enrichment Series), publicity for the library and its programs, and for capital items including matching funds for the anticipated LSCA microcomputer grant and refurbishing the Circulation Department work room. Final decisions on the Trust Fund Budget and the Criteria for Trust Fund Expenditures was defered to the next meeting.

The matter of Bylaws for the Trustees was postponed.

Mr. Fenton reported that no plans had been made for the library to participate in the dedication of the First Parish Church, and asked for suggestions.

handicap access ramp

Mr. Walkinshaw reported that he had written a long letter to the Town Manager protesting that the handicapped access ramp should be located in the front of the building. He noted that he felt the handicapped should not be treated as second class citizens by being shunted to the rear door, and emphasized concern for their security. Mr. Fenton stated that he was arranging a meeting with the architect and the Town Manager to review the ramp design. Mrs. Pinckney raised the point that locating the ramp in the rear of the building might be in violation of the federal regulations defining equal access.

The next meeting of the Board was set for Monday, October 5, 1981 at 7:00 p.m. in the Director's Office. The meeting was adjourned at 9:00 p.m.

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:05 p.m. Monday, August 3, 1981 by Chairman Radochia. Also attending were Mrs. Hillier, Mrs. Pinckney, Mr. Walkinshaw, Mr. Fenton, Mrs. Kantrowitz and Ms. Remmert.

The minutes of the previous meeting were accepted with a change of wording on page 3 from loose by-laws to flexible by-laws.

COMMUNICATIONS

Letters from several staff members were received expressing concern over the quality of service to be given to the public if all three facilities remain open on a full schedule despite a reduction in staff.

staff concern
over quality
of service

A letter of resignation was read from Clinton Tao, Head of Technical Services, announcing his retirement effective August 15, 1981. The Trustees agreed to send Mr. Tao a letter of appreciation for his many years of service.

Tao resignatio

A communication was received from the Trustees of the Eldridge Farmer Fund regarding the status of that fund.

Eldridge
Farmer Fund

REPORTS

The Director's monthly report was reviewed. Mr. Fenton stated that Marilyn Kenney had been promoted to fill the vacancy of Head of Circulation, effective July 1, 1981.

Kenney
promoted
Head of
Circ

The stress workshops held in July received favorable response from the staff. Staff members at the first session expressed their feelings of frustration and felt they needed a follow-up session on how to deal with stress. Participants in the second session concentrated on ways to deal with stress and physical exercises to reduce tension. Mr. Walkinshaw questioned whether the staff was trying to do too much with too few people and cautioned against letting the staff become so overworked that they become exhausted. Mrs. Hillier advised the Trustees to tell town government that the library is willing to provide the same number of hours of service at all facilities as previously if given more staff.

stess
workshops

Dallin consolidation

The Dallin Branch staff is consolidating the collection to one floor by moving the childrens room material upstairs. Mr. Walkinshaw suggested the library explore the possibility of renting out the basement at Dallin to raise money for the library and questioned whether the library could keep the funds.

reduction in staff salaries

As a result of positions eliminated in the FY 82 budget, three staff members were reduced in grade: Pat Peterson from LS3, Acting Branch Librarian to LS2 Information Assistant; Clinton Tao from LS4, Head of Technical Services to LS3, Cataloger; and Stella Shen from LS3, Cataloger to LS2, Information Assistant.

FY 81 loss in units of service

Total units of library service provided during the year ending June 30, 1981 were 548,463- down over 60,000 units from the previous year. Some of that loss could be attributed to a change in reporting of statistics in the Art and Music Department.

trust funds reports

Mr. Fenton reported that John Bilafer, Town Treasurer, recommended that all income from the unrestricted trust funds be transferred to the General Income Fund at the end of the fiscal year. Mr. Walkinshaw questioned whether the Trustees would still be totally responsible for the expenditure of these funds. Mrs. Pinckney asked that monthly reports on the Trust Funds be provided by the Treasurer's Office. She also requested that information from the Treasurer's Office on the Mass. Municipal Deposit Trust be included with the August minutes. Mr. Fenton asked that the Trustees develop a policy for what Trust Funds should be spent on and the percentage that should remain for endowment or be expended each year. Mr. Walkinshaw requested from the Trasurer the total amount of money available including principal and whether the $53,350 listed on the accounting sheet indicated money earned in one year or accumulated over a period of time.

OLD BUSINESS

use of trust funds

Trust fund guidelines and requests from the staff were reviewed. Mrs. Hillier recommended that the Trustees fund only items not approved in the town budget. She suggested that the trustee responsible for the trust fund budget give monthly or periodic reports. She also recommended that trust fund requests be reviewed simultaneous with the budget process. Mrs. Pinckney recommended that each year the Trustees concentrate funds in one area instead of scattering resources. Mr. Walkinshaw suggested that the library charge a fee for programs. Mrs. Pinckney advised that the impact of a program on staffing be evaluated in light of the reduction in personnel. Mr. Walkinshaw questionned whether the staff could be contracted after working hours to coordinate programs. Mr. Fenton was requested to obtain money figures for items suggested by the staff. Mr. Walkinshaw asked that a month prior to the end of the fiscal year, a list of staff suggestions for use of trust funds be presented with the Director's recommendations. Mrs. Pinckney and Mrs. Hillier agreed to draft a written policy on trust fund expenditures. Mr. Walkinshaw stated he was working on the trustee by-laws.

dedication of First Parish Church

It was reported that Rev. Grady is on vacation until September. Mrs. Hillier suggested that he or a representative from the First Parish Church be invited to the September trustee meeting to discuss the library's participation in the dedication ceremonies of the Church.

Summer Reading Club

Mrs. Hillier commended the children's librarians on the success of the Big Foot Summer Reading Club.

Handicapped ramp

Mr. Fenton stated that the Town Manager was opposed to constructing the handicapped ramp in the front of the building and had requested the architect to draw up all possible alternative plans. The Trustees decided to write a letter to the Manager expressing their approval of the original plan and their concern that the ramp not be constructed in the rear.

Trustees to lobby with Manager re hours

Ms. Remmert reminded the Trustees that the staff had hoped the trustees would take an active role in convincing the town manager that all three library facilities could not remain open full-time. She stated that presently the staff was extremely overworked and that in September, if the branches were open on Saturdays, the situation would become intolerable. The Trustees reaffirmed their commitment to lobby with the Town Manager for more staff or a reduction in branch hours.

The next meeting of the Board will be held at 7:00 p.m. on Tuesday, September 15, 1981.

The meeting was adjourned at 10:05 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:12 p.m. Monday, July 6, 1981 by Chairman Radochia. Also attending were Mrs. Hillier, Mrs. Pinckney, Mr. Walkinshaw, Mr. Fenton, Mrs. Kantrowitz and Ms. Remmert.

The minutes of the previous meeting were accepted.

COMMUNICATIONS

Mr. Fenton reported that a data processing workshop for library administrators and trustees presented by Information Seminars of America Inc. would be held in Boston on July 15 and 16 at a cost of $235.00 per person. None of the trustees planned to attend.

data processing workshop

Mrs. Hillier stated that several patrons contacted her to express their dissatisfaction at the Main Library being closed both Friday nights and Saturdays during the summer. Mrs. Kantrowitz reported that surveys which were conducted previously when the library was open Friday nights showed that circulation and attendance were very low.

patron discontent with summer hours

Mrs. Hillier requested that Mrs. Burns at the Superindentent of Schools Office be given a copy of the Robbins Library day care directory as her office receives many requests from parents for this information.

school dept seeks day care directory

REPORTS

Mr. Fenton reported that he was asked to chair the Automation Committee of the Eastern Region Library System. Mr. Fenton explained that librarians were discontented with the Eastern Region over deposit collections and the lack of an automation plan. The Automation Committee intends to study the automation needs of libraries in the Eastern Region and develop a plan to aid member libraries in automating.

Fenton to chair Automation Committee

Mr. Fenton reported that the LSCA Title I grant for a microcomputer to automate TAP had been submitted to the Board of Library Commissioners.

LSCA grant for microcomputer

Stress workshops to assist the staff in dealing with the effects of Proposition 2½ are scheduled for July 10 and July 17 from 9:00a.m. to 12:00 noon. Mr Fenton encouraged the Trustees to attend.

stress workshops

OLD BUSINESS

Mr. Fenton reported that the Paul Revere statue had been moved to the Arlington Historical Society Museum. It was discovered that the statue was not cast in bronze as an appraiser had previously reported, but rather is a plaster statue painted bronze.

Paul Revere statue to Historical Society

Mrs. Pinckney was elected vice-chairman of the Board.

Pinckney elected vice-chair

Mr. Fenton reported that the cable television company was now marketing door to door for subscribers and that the advisory committee of which he is a member has drafted by-laws and is filing to become incorporated.

cable tv

Mrs. Hillier questioned if plans had been finalized for the library's participation in the dedication of the First Parish Unitarian Universalist Church. Mr. Fenton stated that Mr. Earls had been in communication with Rev. Grady and that Mr. Fenton would recommend that the library arrange for a speaker such as Barry Fell, an Arlington resident.

library to participate in dedication of First Parish Church

NEW BUSINESS

The FY 82 Trust Fund budget was discussed. Mr. Fenton suggested that policy and guidelines be developed for the types of expenditures for which trust funds should be used. Mrs. Hillier stated that under the new system adopted by the Treasurer's office, the Trustees had lost knowledge of the exact amount of monies available in the trust funds. Mr. Fenton was asked to contact the Trasurer's office for this information and to submit requests from staff for trust fund expenditures.

FY 82 trust fund budget

Mr. Fenton suggested that the Board adopt a more formal structure, a set of by-laws and written procedures. He also requested that there be more input from the Board in setting the agenda for meetings and that individual board members

formal structure of Board

assume responsibilities in various areas. Mrs. Radochia stated that as a new member she also felt there was not enough structure. Mrs. Hillier recommended that for the next meeting each member work independently and make up a list of ideas for improving the present structure and for the trust fund budget. Mr. Walkinshaw stated his concern that the process would become too formalized and overly structured. Mrs. Pinckney recommended that a flexible set of by-laws be drafted. Mrs. Hillier requested that the Director prepare a monthly report for the Trustees which would include statistics and an update on programs and activities. Mr. Fenton requested that the Board formally review the performance of the Director annually. Mr. Walkinshaw and Mrs. Hillier agreed to work with Mr. Fenton on the by-laws.

fee for Fox mtg room

Mr. Walkinshaw recommended that in light of economic realities, organizations using the meeting room at Fox be charged a nominal fee for the cost of the custodian. It was voted to prepare a written policy for who should get in free and who should be charged for the meeting room at Fox, the rate to be slightly above the time and one half rate of the most expensive custodian on the staff. Mr. Fenton was requested to draw up these guidelines for the next meeting.

The next meeting of the Board will be held at 7:00 p.m. on Monday, August 3, 1981.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m. Tuesday, June 16 by Chairman Earls. Also attending were Mrs. Hillier, Mrs. Radochia, Mr. Walkinshaw, Mr. Fenton, Ms. Remmert, Mrs. Caterino and Ms. Pershin.

The minutes of the previous meeting were accepted.

REPORTS

Handicapped ramp

Mr. Fenton stated that the handicapped ramp would be installed parallel to the existing front entrance. After reviewing the plans, Mr. Walkinshaw recommended that for security reasons the inner corner be curved to allow full view of the entire area.

loan of statue to Historical Society

At 7:25 p.m. Philip Hagar joined the meeting to discuss the loan of the Paul Revere statue to the Arlington Historical Society Museum. In answer to Mr. Earl's question of responsibility for insuring the $30,000 statue, Mr. Fenton stated that the Society would be. In response to Mr. Walkinshaw's concern with security, Mr. Hagar reported that there would always be someone on duty whenever the Museum was open. Mr. Hagar also stated that it was the responsibility of the Society to protect the statue as soon as it was picked up at the Library.

It was voted "to loan the Paul Revere statue to the Arlington Historical Society with the proviso that if anything should happen to it, the Robbins Library Board of Trustees will be compensated for the appraised value at the time of the damage."

At 7:35 p.m. Mr. Hagar left the meeting.

Mr. Fenton reviewed the year's events of the Community Enrichment Series.

At 7:40 p.m. Mrs. Hillier joined the meeting.

OLD BUSINESS

letter
from RLPA
vs reduction
in info &
children's
services

A letter was read from the Robbins Library Professional Association urging the Trustees to take an active role in countering town government's demands that the library system continue at full operation with reduced staff and overall budget reductions. The staff objected to reducing information and children's services for the sake of keeping the branches open. The letter further recommended that if the three facilities were to be open full-time, the library be allowed to replace staff who were lost due to Proposition 2½. If staff increases are not possible, the Association urged that the Fox Branch be open 3 days and the Dallin 2 days as was recommended by Mr. Fenton to the Town Manager.

branch
hours

Mrs. Hillier questioned why a schedule of 3 days at Fox and 2 days at Dallin could not be implemented. Mr. Fenton replied that the Town Manager wanted the branches open more hours. Mr. Walkinshaw questioned who had the authority to make such decisions. Mr. Fenton referred the Board to the Town Manager Act. Mr. Walkinshaw suggested that an alternative proposal would be to close the Main Library mornings and transfer staff to the branches. Ms. Remmert stated that more people were served at the Main Library during the morning hours than the entire day at either branch and recommended against reducing hours at the Main Library. Mrs. Radochia stated it was inconceivable to her to deny patrons information services at the Main Library during the morning hours. Mrs. Hillier recommended that the Board confer with the Town Manager and if necessary, the Board of Selectmen to protest the policy of keeping the branches open on a full schedule at the expense of information and children's services. The Board accepted the philosophy of the Robbins Library Professional Association's letter and agreed to lobby for additional staff if the branches were to be open full-time, or if staff increases were not possible, for a three days a week schedule at Fox and a two days a week schedule at Dallin. Mrs. Hillier reminded the Board that when the Selectmen requested Mr. Fenton to draw up an alternative plan to keep Dallin open, they did not specify the number of hours. It was voted "to hire an attorney to research the Town Manager Act to find out how much control the Library Trustees have over the utilization of the library budget." It was decided to make contact with the lawyer before meeting with the Town Manager or the Board of Selectmen.

Mr. Walkinshaw requested that the issue of charging a fee for the meeting room at Fox be put on the agenda for next month's meeting.

fee for Fox mtg room

NEW BUSINESS

Mrs. Radochia was elected Chairman of the Board. The election of vice-chairman was postponed until the next meeting.

election of officers

Mr. Fenton reported that he was preparing a LSCA grant proposal for $8,000-10,000 for a micro-computer to automate the TAP files. He stated that the computer could also be used for supply inventory, records of registered borrowers, processing overdues, etc. One criterion to receive LSCA funds was a funding commitment from the local library. Mr. Fenton requested that the Trustees commit $2,000-3,000 to purchase software, an acoustic coupler and a printer to convert the TAP computer to other uses. It was voted to commit Trust Funds for one-third of the total project funding.

LSCA grant proposal to automate TAP- commitment of trust funds

The next meeting of the Board will be held at 7:00 p.m. on Monday, July 6, 1981.

The meeting was adjouned at 9:00 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:20 p.m. Monday, May 18, 1981 by John Walkinshaw in the absence of Chairman Earls. Also attending were Mrs. Pinckney, Mrs. Radochia, Mr. Fenton, Mrs. Kantrowitz and Ms. Remmert.

The minutes of the previous meeting were accepted.

REPORTS

Mr. Fenton stated that the Robbins Library received two first prize public relations awards at the Massachusetts Library Association Annual Conference for the 1980 Annual Report and for the 1980 Christmas booklist.

MLA awards

The cleaning and repair of the Robbins Library building exterior has progressed smoothly and is near completion.

exterior cleaning

OLD BUSINESS

Mr. Fenton reported on new developments relating to budget cuts. Due to added revenues from the sale of the Locke and Cutter schools, a reduction in the town's funding of the pension account and the elimination of all salary increases, the town expects to cut either $1.5 or $1.0 million. Under the Town Manager's revised plan, the library would be restored $72,000 under a $1.5 million cut and an additional $53,000 under a $1.0 million cut. Mr. Fenton stated that priorities for the additional funds were to reinstate people scheduled to loose their jobs and to increase the expense budget, before reinstating personnel who had bumped down one position.

budget cuts

Mr. Walkinshaw expressed concern over the physical health of the existing staff due to the increased demands placed on them by the reduction in personnel. Mr. Fenton stated that a stress workshop for the staff was being planned. Mr. Walkinshaw requested that a plan for dealing with staffing problems in September be presented at the next meeting.

person-
nel cut

Mrs. Pinckney questioned Mr. Fenton on the alternative budget requested by the Selectmen. She noted that personnel costs had not been included in the plan to keep Dallin open.

Dallin
hours

Mrs. Pinckney asked Mr. Fenton to make sure that the Selectmen understood that the Trustees had approved only the concept that the Arlington Art Association lease the Dallin Library as an art gallery and that a specific plan was not approved.

NEW BUSINESS

Mr. Fenton stated that a new chairman should be elected at the next meeting in June.

election

Mr. Fenton reported that he was preparing a proposal for an LSCA grant to fund a micro-processor to automate the Technical Services Department and to computerize the TAP files.

LSCA grant

The next meeting of the Board will be held at 7:00 p.m. on Tuesday, June 16, 1981.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:05 p.m. Monday, April 6, 1981 by Chairman Earls. Also attending were Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia, Mr. Walkinshaw, Mr. Fenton, Mrs. Kantrowitz and Ms. Remmert.

The minutes of the previous meeting were accepted with a correction to page 3, paragraph 3 under New Business. It should read: "It was urged that a substitute motion be made at Town Meeting to state that the transfer would take place only if the branch were closed and that money be used for library renovations".

Correction of previous minutes.

COMMUNICATIONS

Letters were read from several citizens expressing concern over the possible closing of the Fox Branch Library and the reduction in services offered by the Robbins Library.

Citizen concern over Fox possible closing.

REPORTS

Mr. Fenton stated that the firm hired to clean the library building would begin work April 15 and that they had already tested the building for materials to use. Mrs. Hillier suggested that an article explaining that the cleaning was funded through CDBG be submitted to the Arlington Advocate.

Exterior cleaning of library to commence 4/15.

Mr. Fenton reported that Santini Brothers Inc. had been hired to install the grating on the Local History Room windows.

Firm hired to install grates to LHR windows

Mr. Fenton reported he had visited Boston Public Library to study the potential use of their automated cataloging system for our Technical Services Department. Mr. Fenton stated he would present an automation study and recommendations at the Trustee meeting in May.

Director visits BPL to study potential use of automated system by T.S. Dept.

NEW BUSINESS

At 7:35 James Forte, James McGough and Neil Wetherbee joined the meeting to present a proposal to save the Dallin Library. They proposed that instead of transferring the library to the Redevelopment Board for sale that it be leased by the Arlington Art Association as a gallery. Mr. Forte suggested that the Trustees ask the Town Manager to withdraw the warrant article providing for the transfer to the Redevelopment Board. Mr. Fenton approximated that $6,000 would be needed to cover the utility bills. Mr. Forte reported that the Arlington Art Association had enough funds currently in the treasury to pay utility bills for July, August and September and would raise the additional money through fundraising. Funds from the Mass Arts Lottery could also be applied for through the Arlington Arts Council. Mr. Walkinshaw stressed that the only way to persuade the Town Manager to accept the leasing was if it was guaranteed that whoever took over the leasing of the building was legally responsible to provide the funds necessary to maintain the building. Mr. Forte stated that if the Art Association was committed to saving the Dallin, they would accomplish the necessary fundraising. Mr. McGough, Mr. Forte and Mr. Wetherbee reported that they would present the proposal to the members of the Arlington Art Association and the Arlington Arts Council for their support if the Trustees found merit in the proposal. A consensus was reached that the Trustees approved of the idea. Mr. Forte stated that Mr. Fenton would be appraised of the decision of the Art Association and the Arts Council. Mr. Forte, Mr. McGough and Mr. Wetherbee left the meeting at 8:40 p.m.

Arlington Art Assoc. submits proposal to lease Dallin.

Trustees approve idea of leasing.

Mr. Fenton reported that 260 children attended the jelly bean contest and 80 people attended the musical program on American history at the beginning of National Library Week.

Jelly bean hunt big hit.

OLD BUSINESS

Mr. Fenton reported that he had researched insuring the art works and that the insurance company would not consider any claim less than $1,000. He stated that with the library's burglar system the costs to insure the items would not be worth the investment. Mr. Fenton stated he would pursue the possibility of selling the objects and having the profits returned to the library. Mr. Fenton will contact a consultant to determine which art objects should be sold.

Insuring of art objects prohibitive. Possibility of selling some to be discussed with consultant.

The next meeting of the Board will be held at 7:00 p.m. on Monday, May 11.

The meet~~t~~ing was adjourned at 9:08 p.m.

Respectfully submitted,
Maryellen Remmert
Maryellen Remmert, Assistant Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

March 2, 1981

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:09 p.m. Monday, March 2, 1981 by Chairman Earls. Also attending were Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia, Mr. Walkinshaw, Mr. Fenton and Ms. Remmert. The minutes of the previous meeting were accepted.

The Board voted $446 for grills for the windows outside the Local History Room.

Grills for Local History Rm windows.

The Board discussed the need for a new philosophy for the expenditure of Trust Funds. Mr. Fenton was requested to research any philosophical position papers and present a report on past practice for the next meeting.

New Philosophy for Trust Fund expenditures discussed.

COMMUNICATIONS

A letter from the Board of Library Commissioners was received stating that those non-professional employees at the Robbins Library who work in the Technical Services and the Circulation Departments would be certified as sub professional librarians and thus hold non civil service positions. The positions of payroll clerk, bookkeeper, and secretary could not be certified and thus were likely to be declared in civil service positions by the Town Personnel Director. The Trustees voted $42.00 to certify the 7 eligible staff members.

7 staff members certified as sub professionals

Mr. Fenton stated that Joanne Piandes was resigning as Secretary to work at the State Library since she expected to be laid off here in June due to her status as a part-time employee and short seniority.

A thank you note to the Trustees was read from the staff for the staff room refrigerator.

The Eastern Region selected a booklist on arm chair travel compiled by Mary Wasmuth for reprinting and distribution to libraries in the eastern region.

Bklist of Ms. Wasmuth selected by Eastern Region for distribution.

REPORTS

The Friends of the Libray will hold a "Save Our Library Rally" on March 24 to promote broad based support to persuade town meeting to

Friends to hold rally.

cut the library budget 20% instead of the Town Manager's 31% recommendation. Mr. Fenton stated he was asked to speak at the public meeting on the implications of the budget reduction.

Mr. Fenton reviewed his position that with a 30% budget reduction, both branches should be closed and service centralized at the Main Library. He stated that two staff members at Fox could be transferred to the Main Library. The overhead and materials budget for Fox totals $46,000 and staff salaries, $45,000. The Town Manager had recommended that the hours at Fox be limited and more personnel cuts be made from the Main Library. Mr. Fenton emphasized it was his belief that residents could best be served through a strong central facility rather than two weak ones.

Mr. Fenton discusses his position of closing both branches.

The Board expressed their support for Mr. Fenton's position but expressed concern about children and elderly who may be unable to get to the Main Library.

Board supports Director's position but express concern over elderly & Kids unable to come to Main.

Mrs. Pinckney recommended that the Trustees review Article 98 in the town warrant that allows for the abolition and merger of town boards.

Mr. Fenton reported that the library had been awarded Community Development Block Grant Funds for an access ramp for the handicapped.

Robbins Library submitted an application to the Massachusetts Library Association for the 1980 library of the year award and for several public relations awards.

Robbins applies for Library of the year award & PR awards

Mrs. Pinckney advised the Director to be careful about discrimination charges in handling layoffs.

Mr. Fenton reported that events during National Library Week (April 4-10) will include a jelly bean contest, dance program, RIF giveaways, monoprint demonstration, documentary films, family story hour and the Library Family of the Year Award.

NLW discussed

At 8:25 Amelia Miclette, the new Personnel Director for the town, joined the meeting. She estimated that 100 persons would be laid off excluding the school system. Seniority lists would be posted immediately and publication of specific positions to be cut at a later date. She explained that personnel within the Town Manager's appointing authority can bump among different departments through their job series according to seniority. Within the library the professional librarians and senior library assistants are a series within themselves and cannot be bumped by personnel in other departments. However the bookkeeper, payroll clerk and secretary can be bumped by those in the clerical series from other departments who have more seniority and the custodians can be bumped by custodians in other buildings.

Personnel Dir. joins meeting.

Explains bumping

Mrs. Hillier asked if the town was encouraging early retirement through an incentive package. Mrs. Miclette stated that the town hoped to encourage employees to retire in April with a lump sum salary payment for the last three months of the fiscal year. Mrs. Hillier questioned how employees would be helped with career changes. Mrs. Miclette explained that 4 transition job search training workshops would be held beginning in March. Mrs. Miclette stated that no employees would be laid off prior to July 1.

Those eligible will be encouraged to retire.

Mrs. Miclette left the meeting at 9:10.

NEW BUSINESS

Mrs. Hillier asked Mr. Fenton to check on the location of the Sebastian figures.

Mr. Earls expressed his concern over insurance coverage for the art prints.

Concern over insurange coverage expressed.

Mr. Fenton reported that the Town Manager had inserted Article 78 in the Warrant for Town Meeting to allow for the transfer of the Dallin Library from the jurisdiction of the Town Manager to the Redevelopment Board. He explained that if the building were closed and and article for the transfer had not been approved by Town Meeting, the building would have to be boarded up and not sold until the next town meeting. Mrs. Pinckney urged that a substitute motion be made at Town Meeting to state that the transfer would take place only if the branch were closed and that the money be used for library renovations.

Art. 78 in Warrant for Town Meeting transferring Dallin to jurisdiction of Redevelopment Board.

Mr. Fenton was requested to set up a meeting with John Maher on Monday, March 9 at 6:30 p.m. to discuss the disposition of the Dallin Library.

Disposition of Dallin to be discussed with Town Counsel.

The next meeting of the Board will be held at 7:00 p.m. on Monday, April 6.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

February 2, 1981

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m., Monday, February 2, 1981 by Chairman Earls. Also attending were Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia, Mr. Fenton and Ms. Remmert. The minutes of the previous meeting were accepted.

COMMUNICATIONS

A letter was read from the Massachusetts Board of Library Commissioners that the Robbins Library would receive a Library Incentive Grant (state aid) of $25,111.50.

State Aid received.

Mrs. B. F. Hughes of Allen St. wrote to Mr. Fenton expressing her appreciation for library services to senior citizens and for the free use of public meeting room to groups.

Jean Hill of the Norfolk Public Library sent five (5) new Junior Library books as a donation from one of her patrons whose mother, an Arlington resident, had recently passed away. Mr. Fenton read the letter and announced that he had already acknowledged the gift.

Jr. Lib. receives 5 books in memory of resident.

Jim Forte expressed his appreciation to Larry Domingues and the library staff for their efforts in the December Christmas Carol celebration held at Town Hall.

REPORTS

Mr. Fenton reported he had applied for Community Development Block Grant funds to improve public access to the library building. Architects had estimated that access to the building through the basement from Massachusetts Avenue would cost $1500 in design fees, $15,000 for construction and $3,000 for remodeling the interior of the building. A decision is expected the end of February.

CDBG funds applied for handicapped access to library.

The trustees reviewed a copy of the library report to be included in the town's annual report.

Mr. Fenton reported that he and Grace Greene met with Cathy Stein, Charles Fagone and Jerry Houghton to discuss the possibility

of cooperating with the schools in locating library services in the Ottoson Junior High School when the Dallin Branch closes. Mr. Fenton stated that the area proposed in Ottoson was large enough to hold a collection but that several areas of concern needed to be resolved. Mrs. Hillier and Mrs. Radochia expressed concern over the location of Ottoson and logistical problems. Mrs. Hillier recommended that the deed for the Dallin Branch be researched for the disposition of the building. It was suggested that George Remmert be asked to check the deed in probate court.

Meeting held to discuss possibility of library services in Ottoson Jr. High.

OLD BUSINESS

Mr. Fenton reviewed the various categories of the trust funds quarterly reports.

Mr. Fenton reported that the $500 donation received from Mrs. Allen was deposited into the general income fund.

NEW BUSINESS

The Board agreed to spend approximately $300 for a refrigerator for the staff room and recommended that Mr. Fenton contact Avery's in Arlington.

Trustees to purchase refrigerator for Library Staff.

The Board also agreed to spend $500 for programming during National Library Week. Mrs. Pinckney agreed to represent the Trustees on the National Library Week Committee.

Mrs. Pinckney to represent trustees on NLW committee

Mr. Fenton reviewed the Town Manager's policy on layoffs of employees due to Proposition 2½. The Manager decided that all employee lay offs be made strictly according to seniority as is mandated by civil service laws. Mr. Fenton reported that the library professionals would be considered a separate unit and that he was meeting with the personnel director to discuss distinguishing specific groups within the library professional staff. He stated that it was possible according to the Manager's policy that clerks from other town departments within the Manager's appointing authority could displace non professional library staff members with less seniority. The Trustees expressed their concern over this policy.

Manager's layoff policy reviewed.

The next meeting of the Board will be held at 7:00 p.m. on Monday, March 2.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

January 5, 1981

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m., Monday, January 5, 1981 by Chairman Earls. Also attending were Mrs. Hillier, Mrs. Radochia, Mr. Walkinshaw, Mr. Fenton, Mrs. Kantrowitz and Ms. Remmert. The minutes of the previous meeting were accepted.

COMMUNICATIONS

Mr. Earls stated he had met with Rev. Grady after the last meeting to discuss the dedication ceremonies of the First Parish Unitarian Universalist Church. Mr. Fenton reported that a $500 donation for the children's library had been received from the Allen family. The Trustees voted to accept the gift and instructed Mr. Fenton to investigate the disposition of these funds.

$500 donation received for Children's Library

Mr. Fenton announced that the Children's Library was awarded a $15,288 LSCA grant for children with special needs.

Grant awarded to Children's Library

The quarterly trust fund report prepared by the Treasurer's office was reviewed. Mr. Fenton was requested to ask Mr. Bilafer for clarification of the report.

Clarification of T.F. Report sought.

Mr. Fenton reported the library had received a grant of $440 from the Mass. Council on the Arts and Humanities to restore additional World War I posters. The Trustees voted $440 in matching funds required for acceptance of the grant.

Grant received to restore WWI posters

REPORTS

Mr. Fenton stated he met with the Permanent Building Committee to discuss the status of the addition to the library. The committee is reluctant to release the funds allocated for drawing up a building plan since funding of the project does not seem feasible at this time.

Building plan funds held up by P.B.C.

Favorable response was received from the Historical Commission concerning architectural changes to the building if an access ramp for the handicapped was installed. Architects recommended that 2 approaches were feasible: to the back door from Mass. Ave. and from the front through the basement. Mr. Fenton will apply for CDBG funds and explore private funding for the project.

Historical Commission approves oframp for handicapped.

Mr. Fenton reported that several staff sub committees of the Public Relations Committee have been formed to work on the Annual Report, National Library Week and Proposition 2½.

PR working on Annual Report, NLW & Prop2½

Mrs. Kantrowitz reported that the circulating art prints were in high demand and that additional funds were needed to purchase more. The Trustees voted $500 for new prints.

Additional funds given to purchase art prints

The Dallin Branch Library recently compiled an inventory of their collection and was very satisfied with the small loss rate.

OLD BUSINESS

The Trustees voted:

That the Town Treasurer is hereby delegated the authority to invest and re-invest all trust funds held by the Board of Library Trustees as Trustees for the maintenance of and care of the Robbins Library in the Town except as specifically limited in any of said trusts and further authorize the Town Treasurer to invest all or any part thereof in an institutional fund, common fund or pooled fund pursuant to Chapter 180A of the General Laws provided however that the Treasurer shall forward copies of all written reports provided by the investment advisor and shall meet at least semi-annually to discuss overall investment strategy with the Board. This vote shall expire on February 1, 1982 unless rescinded earlier by the Board.

Trustees vote to give Treasurer authority to invest Trust Funds.

NEW BUSINESS

Mr. Fenton and Mrs. Greene will meet on January 13 with Mr. Fagone and Cathy Stein to discuss the feasibility of offering library service in the Ottoson Junior High School.

Discuss possibility of library service to Ottoson

A documentary film series is scheduled for every Thursday in April at noon time. The public will bring their own lunch and the library will supply drinks.

Film series on Thurs. in April

The Trustees deferred discussion on fundraising to offset budget deficits under Proposition 2½ until after Town Meeting.

Talk on fundraising deferred.

Mr. Fenton reported he was checking into the feasability of installing 90" shelving in the reference room to alleviate the space problem.

Possibility of shelving in Ref. Rm.

The next meeting of the Board will be held at 7:00 p.m. on Monday, February 2, 1981.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Library Director